

Policy Directive No. 1
Prescreening of Plans
Sections 1101-19 and 1101-21 CBC

It is the policy of the Division of Buildings and Inspections that all plans submitted in connection with an application for a permit shall be evaluated at the Permit Counter to determine that:

1. Plans were prepared by a person experienced in the preparation of plans and knowledgeable about the applicable Building and Zoning Code requirements. Except for certain minor alterations (See Policy Directive No. 85) plans for buildings and structures regulated by the State of Ohio Building Code are required to be prepared by a registered architect, engineer or certified sprinkler designer in the case of fire suppression systems.
2. All sheets in each set of plans bear the full name of the person who prepared them. See Policy Directive No. 19 for proper certification of plans when prepared by a Registered Design Professional..
3. Plans are neat and legible, reasonably clear and contrasting for later scanning, drawn to scale with a straight edge, and on unlined paper, which is durable (free hand sketches are not acceptable).
4. An index of drawings located on the first sheet.
5. Plans show the exact location of the proposed work on the premises and in the building (by way of a plot plan and/or key plan).
6. Plans show in detail the proposed work and differentiate clearly between new and existing construction and between new and existing use of all spaces.
7. Plans show all construction and other features regulated by Code in sufficient detail to determine compliance.
8. Plans involving alterations to structural elements of the building or structure are sufficiently detailed to determine structural soundness of the work. Design calculations may be requested by the Plan Examiner.
9. All sets are exact duplicates.
10. The proper number of plans are being submitted:
 - a. Three sets of plans are required, except as provided for in "b" & "c".
 - b. Four sets of plans are required for:
 1. A day care center.
 2. A restaurant where a range hood is involved.
 3. New buildings, alterations, and additions where installation of mechanical equipment is involved. In such case, an application for a mechanical permit shall also be required, except in the case of only duct extensions in one-, two- and three- family work.
 - c. Sets of plans may be reduced by one set when a digital file of the plans is submitted complying with the Digital Documents Submission Guidelines.

11. Other or special forms accompany the plans when:

- a. Roofs are replaced or resingled. (Roofing Data Sheet)
- b. Energy Code Forms for new buildings, additions or alterations involving Energy Code regulated building or equipment components.
- c. Environmental Disclosure for new buildings, additions or change of use involving F-1, H, or S-1 use groups.
- d. Health Division referral for permits involving food service operations.
- e. Structural Inspection Forms as required by Policy Directive No. 71.

If the plans do not comply with the above criteria for acceptance, the Customer Service Counter Representative shall notify the applicant of any deficiency and the Building Plans Examiner will include deficiencies in the plan review letter.

Policy Directive No. 2
Submission of Revisions to Plans in Review
Section 1101-25 CBC

The policy in regard to the submission of revisions to plans that are in process shall be as follows:

- A. Revised plans shall clearly identify all changed items on the plan sheets. Such identification may be in the form of highlighting, circling, flagging with numbers or symbols, or by any other means which will identify, accurately, these areas of change.
- B. Properly submitted revisions shall be given priority review status which normally will be within 5 days after submittal of plans to the plan examiner.
- C. Revisions shall be incorporated into the sets by the applicant as follows:
 - 1. Stop at the Permit Counter to obtain directions for submitting revisions, plan number, plans locations, name of Plans Examiner and to have revised sheets perforated.
 - 2. Disassemble plans, completely remove all sheets to be replaced, insert revised sheets and reassemble plans, making sure that all routing slips to agencies outside this Division (e.g., Fire Division, Sidewalks, M.S.D., et al.) have been stapled to reassembled plans.
 - 3. Taping or stapling portions of revised sheets to previously submitted plans, as well as the practice of "red-lining" previously submitted plans in lieu of submitting new sheets, will not be accepted unless the Plan Examiner of record agrees otherwise. Plans prepared by a Registered Architect or Registered Engineer shall not be revised without the knowledge and consent of the Registered Professional responsible for plan preparation. Further, such plans may only be revised by a Registered Design Professional.
 - 4. Keep one copy of each sheet which has been replaced, mark "void" along with the date of revision on one of the sheets, and clip to plans along with the permit application(s) and other forms (e.g., Energy Form) DO NOT STAPLE ORIGINAL APPLICATION FORM TO PLANS.
 - 5. Return all sets of plans to the permit counter for routing.

Policy Directive No. 3

Consultations By Appointment Only

In order to eliminate unexpected interruptions in the normal plan review process, the policy in regard to consultations with Plan Examiners shall be as follows:

- A. There shall be no consultations that involve any Plan Examiner unless prior appointment has been made.
- B. Unscheduled consultations with any Plan Examiner shall not be permitted to occur unless approved by the Supervisor of Plans Examiners.
- C. Certain applications, including plans as determined by the Manager of the One-Stop-Shop, shall be reviewed and approved at the Customer Service Counter. Should review by a Plan Examiner be necessary, then the plans shall be forwarded to the Supervisor of Building Plans Examination in accordance with the established policy.

Policy Directive No. 4
Refunds of Permit and Certificate Fees
Section 1101-117 CBC

The policy of the Division of Buildings and Inspections in regards to the refunds for permits and certificates shall be as follows:

A. Expired Permits and Certificates:

1. The permit or certificate, along with a written request for a refund, shall be submitted to the Permit Center Customer Service.
2. A refund shall not be allowed unless the request is made no later than two years after the issuance of the permit or certificate.
3. If the request for a refund is not to be granted, the Accountant shall send a written notice.
4. If a permit has expired or the project has been abandoned, a refund may be issued equal to one-half of the total permit fee.

B. Permits and Certificates in Error:

1. Whenever the Division has erred in issuing a permit or certificate, the applicant shall be directed to the Supervisor of Customer Services to determine if a refund can be granted.
2. If the request for a refund is not to be granted, the Accountant shall send a written notice.
3. Refund of the entire permit fee may be granted in the event of a Divisional error in receiving or processing the application.
4. When a permit was issued for an address outside of the city, a full refund of fees will be given.

Policy Directive No. 5
Guidelines for the Temporary Occupancy
of Buildings Under Construction
Section 1101-37.5 CBC

These guidelines are to set forth some minimum consideration to be given before permitting the occupancy under the provisions of Section 1101-37.5 "Temporary Occupancy" of any portion of new buildings. Not every situation can be covered. Individual judgments must still be made by the Director's representatives before the required Temporary Certificate of Occupancy can be issued. More restrictive provisions are always in order (up to and including the full completion of the building per the plans) when there is any question that safety or Code requirements will not be maintained.

Some of the questions that should be answered in order to permit partial or temporary occupancy are listed here:

1. Will the degree of safety in the occupied space be equal to that which is provided in an existing building with ongoing extensive remodeling work?
2. Will the proposed occupancy be provided with the same degree of safety that the finished building would offer?
3. Will it be possible to isolate construction in the building so it will not affect any occupied area used for access or exit?
4. Is the construction of the basic building complete, i.e., are exterior walls, roof, structural members, floors and other major components of the building finished; tower cranes, hoistways, exterior scaffolding, etc., are no longer needed; and the exterior looks like the approved elevations?

Without affirmative answers on these questions, the Certificate of Occupancy, even a temporary one, should probably not be considered further. If these conditions can be met, the following should, at the very least, also be necessary:

1. All required life safety equipment complete, tested and operating from one floor above occupancy and all floors below this floor. Standpipe and fire pumps shall be fully operational throughout the building. All required systems to be tested and approved by the Fire Division. The alarm system and emergency power is also to be tested by General Building Inspections (also Heating, Elevators and IBI, if applicable).
2. All exits and exit access shall be complete without obstruction to the public way. Stairways serving the occupied area to be completely finished including lighting as per the approved plans and all enclosure doors to remain closed.
3. Fire separations are to be complete in any area that could affect the occupied space. This generally is up through the floor above occupancy. Completion of shafts and fireblocking in the required areas is a necessary part of fire separation.
4. All permits for work complete or in progress must be issued and approved plans on file must reflect the as-built conditions of the building and its equipment.
5. Free access must be available to the Fire Division from the public right-of-way to the occupied area, as well as to fire safety equipment and alarm panel.
6. Approval to occupy must be given by all involved agencies. This may include Heating, Plumbing and

Elevator Inspections. IBI will provide a Certificate of Approval (partial final). Fire Division will provide copies of their tests reports and oral approval. (If use involves assembly "A" occupancy, the Division of Buildings & Inspections will supply posting information to the Fire Division).

When the Temporary Certificate of Occupancy is issued, it should state clearly any conditions or limits of occupancy. Until this Temporary Certificate is issued, the "Not Approved for Occupancy" stickers should be on the building.

The contractor, architect and others in charge of the construction of the building should be advised of these requirements at an early state of construction. A pre-occupancy meeting with the construction, building and owner representatives, and all involved inspection sections and the Fire Division is recommended to avoid any misunderstanding on the planned occupancy dates. A letter from the contractor or owners representatives outlining how they intend to meet these requirements would also be helpful in avoiding misunderstandings.

Where a Certificate of Occupancy is required for a building, the Code requires that either a temporary or the final must be issued before any occupancy is permitted. See Policy Directive No. 17, "Issuance of Certificates of Occupancy for Initially Developed Tenant Spaces in New Buildings."

Policy Directive No. 6
Recoating and Resaturating Existing
Roof Coverings
Section 1510.0 OBC

The policy of the Division of Buildings and Inspections regarding recoating and resaturating existing roof coverings is that whenever the existing roof is required to be a Class A or B installation, any materials added to that existing roof shall be such as will not adversely affect the performance or lower the fire resistive classification of the roof covering.

Any recoating or resaturating materials that meet one of the following sets of criteria are deemed to comply with this policy:

1. A material which is tested by Underwriters Laboratories, Inc., Factory Mutual or other recognized laboratory and specifically approved as a recoating or resaturating for Class A or B roofs and which is installed accord to manufacturers recommendations;

OR

2. A material which is part of any listed Class A or B roof system and which is installed as described in the listing.

Consideration will also be given to a material which is approved for its purpose by ICC or by a consultant whose expertise in the field of fire protection is well recognized. Such approval is at the discretion of the Division and will generally be given only on a per installation basis.

Policy Directive No. 7
Revision to Plans After Permit Issuance
Sections 1101-25.2 and 1101-85.1.1 CBC

There has been some confusion as to when revisions to approved plans shall be considered an alteration requiring a separate permit. Minor changes may be approved as an engineering change without submitting for an alteration permit. Minor changes do not include changes in the size, location, character or use of buildings or structures, or as-built drawings with multiple changes that will require a substantial plans review.

To maintain a consistent application of this policy, the permit applicant or field inspector requesting revisions shall confer with the Plan Examiner who reviewed the approved plans to determine if the change should be submitted as an alteration requiring a permit or approved as an engineering change. All questionable cases shall be confirmed by the Supervisor of Building Plan Examination.

In the case of minor changes, the applicant shall be directed by the Plan Examiner to bring the proper number of plan sets to the Permit Counter for processing as an engineering change to approved plans. The changes shall be identified in the form of circling, flagging with numbers or symbols, or by any other means which will identify, accurately, the areas of change. The engineering change will be returned approved upon payment of the fee prescribed in Section 1101-85.1.1 CBC except for revisions to approved plans for one-, two- and three- family dwellings.

Policy Directive No. 8
Adequate Mechanical Plans
Section 1101-21 CBC

In order to assure the issuance of mechanical permits on a timely basis, a minimum set of acceptable mechanical plans shall include the following information:

1. Plans shall be neat and legible and drawn to scale with a straight edge and dimensioned.
2. Plans shall show the exact location of the proposed work on the premises and in the building (by way of a plot plan, key plan, and/or overall floor plan). Room uses should be clearly listed.
3. Plans shall show in detail the proposed work and shall differentiate clearly between new and existing construction.
4. Location, size and material of all piping.
5. Location, size and materials of all air ducts, air inlets and air outlets.
6. Location of all fans, warm-air furnaces, boilers, absorption units, refrigerant compressors and condensers and the weight of all pieces of such equipment weighing 200 pounds or more.
7. Complete equipment schedule and/or manufacturer's specification sheets.
8. Location, size and material of all combustion products, vents and chimneys.
9. Location and area of all ventilation and combustion air openings and ducts.
10. Location of all fire, smoke and combination dampers.
11. Total supply and return air rates should be listed for each room as well as the percentage or quantity of outside air per the manufacturer's specification sheet of the unit's maximum capacity of outside air.
12. Duct smoke detectors should be noted where required.
13. Quantity and type of refrigerant in each system.
14. First sheet of each set of plans and specifications shall show the address of the proposed work and the name and address of the owner or lessee of the premises. All sheets shall bear the full name of the person who prepared them.
15. Plans and specifications shall be of sufficient clarity to show that the proposed installation will conform to the provisions of this Code and of all applicable laws, ordinances, rules, regulations and orders.

Directive No. 9
Requirements for “Haunted Houses”
Section 411.0 OBC

The applicability of Section 411.0 OBC for “Haunted Houses” shall be as follows:

1. Previously approved “haunted houses” operated by non-profit organizations need not comply with 411.0 OBC as long as the floor plan and rules of operation comply with those approved under previous policies, the occupant load is 49 or less and the operation is temporary for no more than a 2 week period around October 31.
2. All other “haunted houses” that meet the definition of Special Amusement Building shall comply with Section 411.0 and shall be brought up to the new Code and standards.

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Policy Directive No. 11
Fire Resistive Requirements for Corridors
and Other Exit Access
Section 1017.1 OBC

The interpretations in regard to exit access passageways serving areas requiring the rating of corridors according to Section 1017.1 OBC shall be as follows:

1. An exit access passageway formed by partial height partitions with a nominal height of 72 inches or less shall not be considered a corridor that is required to be rated according to Section 1017.1 OBC.
2. An exit access passageway created by a full height partition on one side and a partial height partition less than 72 inches in height on the other shall not be required to be rated according to Section 1017.1 so that alternate paths of exit travel are available, such as in an open office plan.
3. An existing wall forming part of a newly created corridor is required to be brought into compliance with current Code requirements.
4. Replacement (same size), alterations, or repairs to existing corridor doors can be made as long as the door complies with current Code requirements or is not made less fire resistive when altered or repaired.

Policy Directive No. 12
One- and Two- Story Unlimited Area Buildings
Section 507.2 and 507.3 OBC

It shall be the interpretation of the Division that Section 507.2 applies to a one-story building without a basement and Section 507.3 applies to a two-story building without a basement or a basement shall be designed as a story. Only one level of basement is permitted.

Policy Directive No. 13
Increase in Floor Area
Sections 3403.1.2, 3403.1.3 and 508.3.3 OBC

The policy in regard to increases in floor area shall be as follows:

1. A building is increased in area whenever the net floor area is increased on any floor as a result of an enlargement of the building beyond the existing exterior walls of the building. Therefore, infilling of floor openings, non-occupiable appendages such as elevator shafts, conversion of previously non-habitable or non-occupied spaces such as attics and basements, and the addition of mezzanines or penthouses are not increases in net floor area for the purpose of Sections 3403.1.2 and 3403.1.3 OBC.
2. Except for covered walkways over the public right-of-way, pedestrian bridges are not considered additions as long as the bridge is separated from construction at each end with fire resistance-rated assemblies complying with Table 508.3.3 OBC.

Policy Directive No. 14
Classification of Existing "Storefront"
Establishments
Section 3406 OBC

Since small street level "storefront" establishments of either business or mercantile occupancies exhibit similar hazards based on life and fire risk, it shall be the policy of this Division to permit a change of use between these occupancies without requiring compliance with new Code standards beyond the "new work/new Code" criteria provided the subject establishment does not exceed 5,000 square feet in area and is not located above the grade floor of the building in which it is located.

Policy Directive No. 15
Nighttime Construction Permits
Section 1101-59 CBC

Whenever an application is made for a demolition permit that involves the blocking of the public right-of-way and Traffic Engineering determines that the blockage can only be made during nighttime hours for public safety reasons, a letter from Traffic Engineering is required stating the hours of blockage will accompany the permit required by Section 1101-59 CBC.

Whenever an application is made for demolition or construction permits for which the City does not require the work to be performed during nighttime hours, a nighttime construction permit will not be issued unless the applicant can demonstrate that it is in the interest of public safety to conduct the operation during the hours of 11:00 p.m. to 7:00 a.m.

If a request is made for a permit for nighttime construction, the applicant shall submit a building permit application along with a letter of explanation describing the following:

1. When conducting operations during the hours of 11:00 p.m. and 7:00 a.m. and is in the interest of public safety;
2. Extent of the noise to be generated; and
3. The precautions to be used in minimizing the level and duration of the noise.

The application and letter of explanation shall be directed by the Customer Service Counter to the Assistant Director of Inspections for Division level review.

The permit shall be in the form of a no fee letter permit which shall include any conditions necessary to maintain the public health and safety and to minimize the level and duration of noise.

Policy Directive No. 16
Acceptance of Easements for Egress and
Other Code Requirements
Sections 506.2.2 & 507.12 OBC

Pursuant to discussions with the Law Division, when recorded easements are accepted for egress and other Code requirements, this Division shall evaluate the validity of any proposed easement and notify the owner as follows:

1. Prior to the acceptance or approval of an easement, determine if the easement is unobstructed in the cases of egress or is as otherwise portrayed.
2. Request a letter from the applicant's attorney certifying that the easement is good, valid, and Recorded.
3. Indicate on the Certificate of Occupancy that the maintenance of the easement is necessary for the occupancy of the building or other comparable statement.

Policy Directive No. 17
Issuance of Certificates of Occupancy
for Initially Developed Tenant Spaces in New Buildings
Section 1101-37 CBC

In accordance with the provisions of Section 1101-37 CBC, the policy of the Division regarding the issuance of Certificates of Occupancy for buildings involving phased construction and phased development of the tenant spaces or dwelling units shall be as follows:

1. A base building Certificate of Occupancy shall be prepared and issued with the base building permit. The fee shall be based on the square footage or number of dwelling units in the entire building.
2. In addition, a Certificate of Occupancy shall be prepared and issued with each building permit for the initially developed tenant spaces or for each of the dwelling units. The fee shall be based on the square footage or number of dwelling units associated with each permit.
3. A Certificate of Occupancy can be issued for initially developed tenant spaces when the Division determines that the building is complete to the extent required by Policy Directive No. 5, "Guidelines for the Temporary Occupancy of Buildings Under Construction."

Policy Directive No. 18
Applications for Building Permits Including HVAC Work
Sections 1101-19.3 and 1101-21.2 CBC

In order to reduce the duplication of effort associated with processing and reviewing independent submittals of permits and plans for a single project so that all permits can be issued on a more timely basis, the policy in regard to the issuance of building permits including HVAC work shall be as follows:

1. The issuance of the building permits will be made upon the approval of the related mechanical plans.
2. All building permit applications for projects that involve HVAC work, including prefab fireplaces, and kitchen hood and exhaust systems are required to be accompanied with plans and applications for this work. The typical submittal will consist of 4 complete sets of building plans that are to include mechanical plans along with separate application for this work. Plans for new buildings and additions are to include 4 plot plans and/or survey and an Energy Code Report.
3. Permits submitted for phased projects need not be accompanied with application and plans for the mechanical work when the interior work is not part of the plan approval.
4. No separate HVAC permit will be required when an addition or alteration to a one-, two- or three- family residence results only in the extension of or alteration to existing ductwork.

Policy Directive No. 19
Submission of Plans by a Registered Design Professional (RDP)
Sections 1101-19.1, 1101-23.1 and 1101-27.2 CBC

- I. In accordance with Rule A703-3-01 of the Ohio Revised Code, the policy in regard to plans submitted by Registered Architects for the purpose of obtaining a building permit is as follows:
 - A. The Architect's embossing seal impression shall be applied over an ink signature to the title and/or first sheet of sets of drawings, to the title page of bound specifications and other contract documents formally submitted initially or as revisions.
 - B. A rubber stamp or other reproducible facsimile of the seal shall be applied on all tracings to produce legible reproduction on all copies or prints made from the tracings. This requirement does not modify the requirement for the embossing seal.
- II. In accordance with Rule 4733-14 of the Ohio Revised Code, plans prepared by a Registered Professional Engineer shall be certified by the application of an ink stamp, seal or computer generated seal, date, and signature on each sheet of drawings and title page of other contract documents for which the engineer is responsible. The signature and date must be handwritten.

Policy Directive No. 20
Foundation Permits Involving Limited Plan
Review and Prior Approvals
Section 1101-29.3 CBC

The policy of the Division in regard to applications for “foundations only” partial permits shall be as follows:

1. Three sets of building construction plans and site plans shall be required and shall include:
 - A. Location of the project:
 1. For additions - a site plan on which shall be shown the location of the building, by dimensions in respect to lot lines, or other buildings on the same lot, if any, and existing and proposed grade elevations;
 2. For new buildings - a survey locating the building on the site and stamped by an Ohio registered surveyor - see survey checklist available from Zoning Plan Examination Section for further requirements.
 - B. Building elevations; and,
 - C. Detailed structural drawings of all the proposed foundation work and of the proposed building. Evidence of plan preparation by a responsible individual knowledgeable in foundation structural design shall be required in accordance with Section 1101-27.2 CBC.
2. For all OBC occupancies, one copy of subsurface investigation (soils) report with detailed recommendations.
3. The owner shall acknowledge by means of a covenant that the issuance of a partial building permit for foundation work does not constitute assurance that a permit for erection of the entire structure will be granted.
4. Prior approvals, i.e., Sewers, Transportation and Engineering, Fire, and Water Works shall not be required.
5. This policy shall not apply to projects subject to and not approved for the following special regulations:
 - A. Areas of special flood hazard;
 - B. Excavation or fill in landslide susceptible areas or exceeding 1,000 cubic yards, or fills exceeding 500 cubic yards.
 - C. E.Q., IDC, or Historic Districts.
6. If the criteria specified in items 1 through 5 cannot be complied with, Policy Directive No. 44 “Application for Permits Involving Phased or ‘Fast Track’ Construction” could be used to issue a foundation only permit.

Policy Directive No. 21
Use of the Building Permit Application for
Multiple Permits
Sections 1101-19, 1101-17 CBC, 105, 110, Chapter 9, and 3107 OBC

1. Application for Multiple Permits:

An applicant for a building project may apply for more than one type of permit with one application form. Applicants may use the form to apply for any and all of the following general types of permits or certificates:

- A. Building Permit (New Building, Addition, Alteration or Repair)
- B. Certificates of Inspection, Occupancy or Zoning
- C. Fire Protection Systems including Standpipes, Fire Pumps, Fire Suppression Systems, Fire Alarm Systems, etc.
- D. Excavation/Fill
- E. Signs
- F. Miscellaneous Structures and Other Permit Activity Other Than Buildings

When development of a site involves more than one building, a permit application shall be completed for each building. Multiple permit applications may be accompanied by one group of 4 sets of plans covering all the buildings. A building identification number shall be shown on the drawings and the permit applications.

The estimated cost for each branch of work requiring separate permits shall be made on the back of the application form under ***Special Instructions, Other.***

2. One Submittal of Plan Sets for Multiple Buildings:

- A. When one set of plans is applicable to more than one building, then one submittal of the required four sets of plans and four surveys (copies may be reduced to 3 with digital submissions) may be filed for multiple buildings on contiguous sites on the same street or for multiple buildings on one site.
- B. When a project consists of multiple buildings on multiple contiguous sites, a separate application number will be assigned to each building or each portion of a structure on a separate lot, i.e., each dwelling unit of a townhouse structure divided by property lines. The plan set will be stamped with two plan numbers encompassing the range of application numbers assigned to the project.
- C. Applicants will be advised that the permits for all applications associated with the plan set will be required to be issued at the same time.
- D. Each building requires a separate permit application and the fees shall be individually assessed for each application.

Policy Directive No. 22
Retaining Walls
Sections 105 RCO, 105.2 and 1806 OBC

It is the policy of the Division of Buildings and Inspections that permits shall not be required for the erection of retaining walls or garden walls, when the difference in grade is not over 18" and the walls are at least 5' from any adjoining building or lot line.

All other retaining walls shall be designed and constructed in accordance with the applicable provisions of the CBC, OBC and the RCO as follows:

1. Retaining walls shall be built with all footings at least 2'-6" below finished grade on the low side of the wall. The bottom of the footings and the vertical face of the footings at the face of the wall (the low side) shall be placed against undisturbed or well compacted earth.

Exception:

- A. Modular concrete facing units must have footings as required by the manufacturer, but not less than a base of 6" sand, gravel, or concrete with one course below grade.
2. Hollow concrete block units shall not be used for the construction of curbs, walls or retaining walls.
3. A granular backfill shall be placed behind all walls and shall extend from an elevation coinciding with the finished grade at the face of the wall to within 8" of the top of the wall. This backfill shall be at least 12" thick against the back of the retaining wall. Earth backfill shall be carefully placed behind this granular backfill or the granular backfill shall be made sufficiently wide to assure a full 12" drainage strata. The backfill may be of any relatively free draining granular material. Nonporous (clay) backfill may be used if the wall thickness is doubled over that otherwise required.
4. Drainage of the backfill behind the wall shall be provided either by means of weep holes of 4" minimum diameter spaced at 10' o.c. maximum in the walls or with perforated pipe of 4" minimum diameter laid at the base of the backfill and having a proper gradient to an outlet.
5. Unless engineering design is provided, gravity retaining walls constructed of masonry shall be solid units, shall rest on a concrete footing not less than 12" in thickness, and be designed in accordance with the table below (see handout or include chart). The design shown in the table can only be used for gravity walls with horizontal backfill and without surcharge (such as rising grade, right-of-way, buildings, etc. within the zone of influence of wall footing).
6. Approved engineered modular facing units can be constructed up to 4'-0" high (measured from the base of the wall) without additional reinforcing provided the retaining wall does not support surcharge loading.. Engineering is required for all other modular concrete facing units.
7. Retaining walls must be approved by the Division of Transportation and Engineering/Engineering Division if the paved roadway falls within the zone of influence for the retaining wall. (The zone of influence is defined as the area behind the retaining wall to a line rising 45 degrees from the top edge of the footing).
8. Retaining walls must have guardrails where required by 1013.1 OBC when within 2 feet of a right-of-way, parking lot or paved walking surface on the high side

Policy Directive No. 23
Required Pits for Valves Located in Private
Service Lines
Sections 903.3.1 and 903.3.5 OBC

The Division's interpretation of NFPA 13 in regard to the requirements for valve pits is as follows:

Except for post indicator valves and gate valves with roadway boxes and on-site T wrenches, all control valves and check valves in a private fire service shall be located in a valve pit in accordance with NFPA 13. The pits shall be designed so that the valves are readily accessible for inspection, operation, testing, maintenance and removal.

Policy Directive No. 24
Enforcement of Requirements for Making
Buildings and Facilities Accessible To and
Usable By the Physically Disabled
Chapter 11 OBC

1. Conformance
 - A. Whenever a space or element (fixture, device or route) is referred on the plans as handicapped equipped or accessible, or conforming to ADAAG or ICC/ANSI A 117.1 even though it is required by Code, then such space or element must comply with the corresponding technical provisions of Chapter 11 OBC.
2. Submittal Requirements:
 - A. Unless locations are readily obvious, the plans shall identify the location of the barrier free routes, accessible areas and the number of accessible fixtures, elements and devices as indicated in the Plan Review Checklist handout.
 - B. Unless the plans are adequately dimensioned, the plans shall show all required clear spaces and clear widths as indicated in the Plan Review Checklist.
 - C. Documentation of compliance with ADAAG 4.1.6(2) and 3409.7 regarding the path of travel to an alteration of an area that has a “primary function” may be certified by an Architect or Professional Engineer or must include the necessary economic analysis by the owner (or lessee for tenant spaces). Compliance must be shown with one of the following:
 - (1) The path of travel to the altered area already is in compliance with ADAAG Section 4.1.3. Plans showing compliance would be required for the path for uncertified alteration plans.
 - (2) Alterations to the path of travel would be disproportionate to the overall alteration in terms of cost and space. An economic analysis justifying the disproportionate cost must be submitted by the owner for uncertified alteration plans.
 - (3) Proposed alterations to the path of travel are proportionate to the overall alterations in terms of cost and scope. Verification of the proportionate alterations will have to be justified by economic analysis submitted by the owner.
 - D. “Site impracticality” and “technical infeasibility” for buildings and facilities covered by ADAAG provisions and 3409.7.1 OBC can be certified by the professional engineer or architect preparing the plans for permit as part of the technical analysis.
 - E. The accessibility scooping provisions will apply to all buildings and facilities regulated by the OBC, including private clubs and churches (unlike the ADA).

3. Appeals

- A. Section 3409.7.1 OBC contains guidelines for appeal boards regarding disputed proportionate path of travel modifications. These guidelines will be used by the Cincinnati Board of Building Appeals.
- B. Proposed construction that is required to be accessible by Chapter 11 and Sections 3409.6 and 3409.7 OBC for which the owner alleges is “technically infeasible” and is not adequately documented shall be determined by the Board using 4.1.6 (j) ADAAG as their guideline.

Policy Directive No. 25 HAS BEEN DELETED

Policy Directive No. 26
Plan Submittal Requirements For Structures In
The Flood Plain
Chapter 1109 CBC, Sections R 301.2.4 RCO and 1612 OBC

I. Summary of Plan Submittal Requirements for Residential Construction:

A. Floodway Fringe:

1. Plans shall indicate the elevation in relation to mean sea level of the lowest floors, including basement, of all proposed structures with corresponding top of footing elevation (Section 1109-07.1 CBC).
2. New construction, additions and substantial improvements shall have the lowest floor, including basement, elevated to or above the base flood elevation. See the special exemptions for small accessory structures and unoccupied spaces in Section 1109-13.2 CBC.
3. New construction, additions and substantial improvements shall be design certified by a professional engineer or architect as being:
 - a. Anchored to prevent flotation, collapse, or lateral movement of the structure. See specific requirements for manufactured dwelling units in Section 1109-13.1 CBC.
 - b. Constructed with materials and utility equipment resistant to flood damage and methods and practices that minimize flood damage.

The following publications are considered acceptable design standards:

Elevated Residential Structures, HUD FIA-184 Flood-Proofing Regulations, U.S. Army, June 1972 and ASCE 24, Flood Resistant Design and Construction.

4. The plans shall specify that the elevation of the lowest habitable floor, including basement, shall be certified to be at a specific elevation or above by a registered surveyor, Registered Design Professional.

B. Regulatory Floodway:

1. All developments are prohibited unless an engineering study, submitted to the Stormwater Management Utility Division demonstrates that the encroachment will not result in any increase in flood levels during the occurrence of the base flood discharge.
2. Developments accepted as not increasing in the flood level are required to comply with the requirements outlined in preceding Section A.

II. Summary of Plan Submittal Requirements for Nonresidential Construction:

A. Floodway Fringe:

1. Plans shall indicate the elevation in relation to mean sea level of the lowest floors, including basement, of all proposed structures with corresponding top of footing elevation (Section 1109-07.1 CBC).

2. New construction, additions and substantial improvements shall have the lowest floor, including basement, elevated to or above the base flood elevation. See the special exemptions for small accessory structures and unoccupied spaces in Section 1109-13.2 CBC.
 - a. Flood-proof to be watertight below the base flood elevation according to ASCE 24.
 - b. Have the structural components designed to resist hydrostatic and hydrodynamic loads and the effects of buoyancy.
 - c. Design certified by a registered engineer or architect as meeting the requirements of ASCE 24.
 - d. Certification of the actual elevation to which the structure was flood-proofed.
3. Accessory structures not greater than 576 square feet in area may be granted a variance under the conditions of Section 1109-13.2 (2) CBC.
4. New construction, additions and substantial improvements shall be design certified by a professional engineer or architect as being:
 - a. Anchored to prevent flotation, collapse, or lateral movement of the structure. See specific requirements for manufactured dwelling units in Section 1109-13.1 CBC.
 - b. Constructed with materials and utility equipment resistant to flood damage and methods and practices that minimize flood damage.

The following publications are considered acceptable design standards:

Elevated Residential Structures, HUD FIA-184 Flood-Proofing Regulations, U.S. Army, June 1972 and ASCE 24, Flood Resistant Design and Construction.

5. Plans shall specify the following certifications to be made by a registered surveyor, Registered Design Professional:
 - a. The building has the lowest floor (including basement) at an elevation of _____ feet, NGVD (mean sea level); and/or,
 - b. The elevation to which the building is flood proof is _____ feet, NGVD (means sea level).

B. Regulatory Floodway:

1. Developments are prohibited unless an engineering study, submitted to the Stormwater Management Utility Division, demonstrates that the encroachment will not result in any increase in flood levels during the occurrence of the base flood discharge.
2. Developments accepted as not increasing the flood level are required to comply with the requirements outlined in preceding Section II A.

III. Application Approval:

Whenever a project is located in the flood plain, the building plans examiner shall indicate under the Special Instructions Section of the Application for Permit if a Flood Zone Elevation Certificate is required. The required elevations and flood proofing information shall continue to appear on the plans and Certificate of Occupancy according to previous policies.

IV. Issuance of Permit:

Upon issuance of the permit, the Permit Counter shall attach to the permit, a copy of the notice entitled "NOTICE TO PERMIT HOLDERS FOR CONSTRUCTION IN THE FLOOD PLAIN" and a blank Elevation Certificate whenever an Elevation Certificate is required.

V. Issuance of Temporary and Permanent Certificate of Occupancy:

Prior to issuing a Temporary or Permanent Certificate of Occupancy, the building inspector shall attach the completed Flood Zone Elevation Certificate to the Certificate of Occupancy to be filmed by Customer Services. The inspector shall check to determine if the information on the flood certificate is consistent with the flood information shown on the approved plans.

VI. Appeals:

When an applicant disagrees with the determinations or desires to pursue a variance under the conditions of Section 1109-17 CBC, an appeal shall be filed with the Division of Buildings and Inspections, Secretary of the Board of Building Appeals.

Policy Directive No. 27
Supplemental Stairway Width
Sections 1009.1 OBC and R 311.5 RCO

It shall be the policy of this Division not to require a minimum width for supplemental stairways used for convenience purposes only. Realistically, the width of a supplemental stair can only relate to the level of functional use desired, whereas tread and riser sizes, hand and guardrail configurations, etc., are immediate life safety concerns. Therefore, such stairways shall conform to egress stairway requirements in all other respects.

Policy Directive No. 28
Installation of Foam Plastics
Section 2603.0 OBC

The interpretation of the Division regarding the requirements for protection of foam plastic shall be as follows:

1. For the installation of foam plastic in furring spaces against masonry walls, the required 15 minute thermal barrier can be obtained as follows:

Furring must be attached directly to the masonry wall with the foam plastic fitted between the furring, and ½" regular or Type X drywall attached directly to the furring, covering the foam plastic, with or without air space. Until such time as another assembly is tested and approved by an approved testing agency, this should be the only one accepted. The practice of applying foam plastics to the masonry wall and then placing the furring strips on top of it cannot be accepted.

2. It shall remain the interpretation of this Division that roof assemblies listed as "Fire Classified" according to UL Subject 1256 or Class I Fire Rating according to FM 4450 can be approved as providing an equivalent thermal barrier to those described in Section 2603.4.1.5 OBC. These roof assemblies are required to comply with the flame spread requirements of 75. Metal decks will not be considered equivalent to ½" plywood unless documented evaluation by acceptable authorities is presented, such as UL 1256 or FM 4450.
3. The acceptable criteria for tests conducted in accordance with Section 2603.9 OBC shall include an ignition temperature of 500 degrees Fahrenheit or higher.
4. Regular ½ gypsum wallboard may be used as a thermal barrier provided the method of attachment is consistent with the methods used to attach drywall to similar rated assemblies that provide at least a 15 minute thermal barrier.

Policy Directive No. 29

Fire Resistance Rated Construction for Roof Trusses

Table 601 OBC

The ceiling membrane of a rated roof ceiling or floor ceiling assembly which provides a finish rating equal to or greater than the rating required can be applied to the bottom of the trusses to provide an approved rated assembly.

**Policy Directive No. 30
Approval of Roof Vents
Section 910.3 OBC**

THIS SECTION HAS BEEN DELETED

Policy Directive No. 31
Policies In Regard To "Presignal" Alarm Systems,
The Silencing of Alarm Sounding Devices and
Selective Notification of Fire Alarm Signal
Section 907.7 OBC

1. Presignal Alarm Systems:

A presignal feature occurs when the sounding devices are designed so that the initial fire signals will sound only at the fire control station or similar locations on the premises with provisions whereby authorized persons sound a general alarm upon investigation (cf. NFPA 72).

The policy in regard to the use of prealarm systems shall be as follows:

- A. Unless a presignal alarm notification is specifically permitted by Sections 907.2.7.1 or 907.2.11.1 or prohibited by Section 907.2.6.3.1 such systems shall not be installed unless approved by the Building and Fire Officials.
- B. Such systems may be installed provided there is compliance with the following:
 - 1. Twenty-four hour personnel supervision shall be provided at a location approved by the Division of Fire.
 - 2. The alarm system shall be supervised by a U.L. Certified Central Station in accordance with NFPA 72 or connected to the Municipal Fire Alarm System in accordance with the requirements for a Remote Station described in NFPA 72.
 - 3. The sending of the signal to the Central Station and Fire Division shall not be delayed. The Central Station shall immediately notify the Fire Division upon the reception of all alarm signals initiated by manual fire alarm boxes, automatic fire detectors and activation of automatic suppression systems.
 - 4. The maximum permitted time delay in sounding a general building alarm shall be two minutes and the time delay shall not be capable of being set to exceed the maximum two minute time delay.
 - 5. The system shall be such that the two minute time delay will be overridden if another device is activated even if the first alarm is cancelled.

2. Silencing of Alarm Sounding Devices:

Upon written request of the owner of the building, or the owner's agent, it is the policy of both the Buildings and Inspections Division and the Fire Division to accept under specific conditions, silencing of the alarm sounding devices by building personnel provided there is compliance with the following:

- A. The alarm system shall be supervised by a U.L. Certified Central Station in accordance with NFPA 72 or connected to the Municipal Fire Alarm System in accordance with the requirements for a Remote Station described in NFPA 72.

- B. The sending of the signal to the Central Station and Fire Division shall not be delayed. The Central Station shall immediately notify the Fire Division upon the reception of all alarm signals initiated by manual fire alarm boxes, automatic fire detectors and activation of automatic suppression systems.
 - C. The silencing shall be overridden if a second device is activated.
 - D. The silencing feature shall not affect the continued monitoring of the fire alarm system.
 - E. Twenty-four hour personnel supervision shall be provided at a location approved by the Fire Division.
3. Selective Notification of Fire Alarm Signal:

Upon written request of the owner of the building, or the owner's agent, it is the policy of both the Buildings and Inspections Division and the Fire Division to accept under specific conditions, fire alarm signals that sound only on the floor of activation, and both the floor immediately above and below that floor.

The condition of this acceptance is as follows:

- A. The first initiating device activated sounds the audible and visual alarms on the floor of activation, and both the floor immediately above and below the initiating device. The control panel must have a manual override device which can activate the entire system into general alarm. The initial alarm shall not be delayed and must be immediately transmitted to the Fire Division, unless otherwise approved by both Fire and Building officials.
- B. The entire structure must have installed a fire protection signaling system that is supervised by a central station, proprietary or remote station system.
- C. When trained personnel are available on the premises, they must be immediately notified and required to immediately investigate the cause of the alarm.
- D. The written request shall include adequate documentation and plans to determine the sequence of operation when an alarm is activated.

Policy Directive No. 32
Elevator Hoistway Egress
Section 715.4 OBC and ASME A 17.1-2004

Automatic fire doors, including rolling fire shutters are permitted in front of elevator hoistway doors provided they are equipped with non-locking hardware and are manually operable from inside the hoistway.

Section 715.4.2 refers to approved automatic-closing devices for rolling fire shutters, counter balance mechanism shall be provided and the shutter shall be readily openable from the outside. The language in Rule 110.6 of ASME A 17.1 corresponds to the criteria stated above. Both the Rule and the Handbook refer to prohibition of fire doors which lock in the closed position and cannot be released.

Policy Directive No. 33
Elevator Recall
Section 3410 OBC and ASME A 17.1-2004

Rule 211.3 ASME A 17.1-2004 (Elevator Code) requires that all new automatic elevators shall conform to the requirements of this rule and be equipped with both emergency recall and emergency in-car operation. This is in potential conflict with Section 3410.6.14 OBC for new elevators in buildings being renovated by the "Rehab Code." All new elevators require a separate permit and must comply with the Elevator Code. Therefore, from this point forward, options a, b or c in Section 3410.6.14.1 OBC will not be allowed when a new elevator is being installed.

Policy Directive No. 34
Determination of Outside Air Quantities and
Recommendations for Achieving Equivalent
Air Quality
Section 403.3 OMC

For new construction and changes of use the outdoor air requirements of Table M-403.3 can be modified as follows:

1. Use of the procedures described in ASHRAE 62.1-2004;
2. Certified plans, the submittal of system design assumptions and calculations by a Registered Design Professional; and,
3. Submission of an air balance schedule with plans and the submission to the mechanical inspector of an air balance testing report by an approved air balance testing agency prior to the issuance of the certificate of occupancy for variable air volume systems or outdoor air rates less than 10 cfm per occupant, or as required by the building official.

For existing buildings:

1. When there is no modification to the occupancy (type or load) or HVAC service equipment (other than the relocation of existing diffusers and return grills), outside air must be in compliance with Code in effect at time of previous HVAC construction but not less than 5 cfm per person; however, ASHRAE 62.1 may be used to correct existing ventilation deficiencies in spaces with increased occupancy loads. The applicant must provide copies of applicable Code sections from the Code that was in effect when the existing system was approved for permit.
2. When there is a modification to the HVAC service equipment (other than the relocation of existing diffusers and return grills), or to the occupancy (type or load), then compliance with all the following without an appeal.
 - a. Use of the procedures described in Section 6 of ASHRAE 62.1-2004;
 - b. Certified plans, the submittal of system design assumptions and calculations by a Registered Design Professional; and,
 - c. Submission of an air balance schedule with plans and the submission of an air balance testing report by an approved air balance testing agency to the mechanical inspector prior to the issuance of the certificate of occupancy for variable air volume systems or outdoor air rates less than 10 cfm per person, or as required by the building official.

Documentation of compliance with Section 6.1.1 (Ventilation Rate Procedure) of ASHRAE 62.1-2004 must include occupant loads and the actual ventilation and outdoor air rates for all spaces and a detailed furniture plan and description of the occupant loads when less than the occupant loads specified in Table M-403.3. When Section 6.1.2 (IAQ Procedure) ASHRAE is used, design assumptions for the air contaminants levels need to be stated.

Policy Directive No. 35
Dwelling Unit Separations in Two and Three Family Buildings Under the
2006 Residential Code of Ohio
Section R317.1 RCO

It shall be the interpretation of the Division that the fire resistive separations required by Section 317.1 apply only to walls and ceiling/floor assemblies between dwelling units with shared required means of egress. Fire dampers or other approved opening protection systems shall be provided at all penetrations of the dwelling unit separations.

Policy Directive No. 36
Enclosure of Materials in Air Plenums
Section 602 OMC

Ductwork, tubing and piping that have not been tested or do not qualify for the flame spread and smoke development limitations mandated by the Code for use in air plenums may be enclosed with Class I insulation as regulated by UL 181. The coverage must be complete within the airspace, and attachment performed in accordance with their listing.

Policy Directive No. 37
Submittal Requirements for Child Day Care Centers
Section 308.3.1 OBC

When alterations regulated by the OBC are planned or required due to change of use and occupancy, the applicable permits shall be obtained and work completed prior to the granting of a certificate of occupancy.

When alterations regulated by the Ohio Building Code (OBC) are not planned or required, a certificate of occupancy shall be obtained where a new day care is to be operated or expanded in order to conduct an inspection and grant approval as required by the applicable licensing agencies.

The necessary certificate of occupancy can be issued only after a determination that there is conformance with the Cincinnati Zoning Code and that the following conditions are met with regard to the Ohio Building Code:

1. The exit facilities comply substantially with the egress requirements of said Code as to minimum number;
2. All new work complies fully with applicable requirements;
3. All existing hazardous conditions as identified by the building inspector or fire prevention inspector are corrected for uses regulated by the OBC; properly stamped plans must be submitted.

For uses regulated by the OBC, properly stamped plans must be submitted.

Applications for permits shall be accompanied with 4 sets of plans. Plans need to be sufficiently detailed or annotated so that the above determinations can be made. Such plans shall be neat, readable and drawn to scale and shall include at least the following:

1. A plot plan showing location of building and fenced area, if any;
2. Floor plans of the portion of the story where the proposed center is to be operated, showing:
 - a. Existing and proposed uses of all rooms and areas;
 - b. Size of all rooms used as part of the program and the number and age range of the children in program;
 - c. Size, type and swing of all doors which serve as exits from the day care rooms and from the building, also an indication that all such doors are openable from the exiting side without the use of a key or any special knowledge or effort;
 - d. Location and enclosure of all stairs which serve the center as exits;
 - e. Location of restrooms and numbers of fixtures in each;
 - f. Location and type of exit signs as determined by the building inspector;

- g. Location and construction of any new partitions;
 - h. Location of kitchen and details of modifications to range hood and exhaust system as determined by inspector(s) (applies only if kitchen is used for cooking for the day care program);
 - i. Emergency lighting where deemed necessary by the building inspector;
 - j. Description of any new finishes to be installed (drywall, paneling, etc.);
 - k. Description of any additional repair work to be done.
3. Whenever work involves means of egress, change of occupancy, structural, mechanical, electrical plumbing or fire protection, the plans and specifications shall bear the seal of a Registered Design Professional.

The above refers to such requirements as apply to obtaining the required building permit. In addition to this permit, a license to operate the program is required. If you have not already done so, it is necessary that, before applying for your building permit, you contact the Cincinnati Health Division for an explanation of their licensing requirements and procedures.

Contact: Bureau of Child Care and Development
50 W. Town Street, 6th Floor, Suite 400
Columbus, Ohio 43218-2709
Phone: 1-866-886-3537 (Option #4)

Cincinnati Field Office
Pictoria Tower One
225 Pictoria Drive, Suite 500
Springdale, Ohio 45246

Sheila Mayer (513) 551-1962
Cindy Sherding (513) 551-1951

Fax (513) 551-1950

Policy Directive No. 38
Locking Hardware on Door Which Provides
Access to a Required Second Means of Egress
Section 1008.1.8 OBC and 1117-11.1 CBC

The installation of locking hardware on doors within a dwelling unit which provides access to a required second means of egress (fire escape) is hereby declared to be a serious life safety hazard.

Such hardware shall be removed or otherwise shall have any locking function rendered permanently inoperable in accordance with Sections 1008.1.8 OBC and 1117-11.1 CBC.

Policy Directive No. 39
Construction of Decks and Balconies
Sections R202 RCO, Table 602 and 1406.3 OBC

Non-egress decks and balconies attached to buildings of Types 3B and 5B construction for all uses may be constructed up to the property line without special fire resistance requirements of structural members. Decks and balconies attached to buildings of Type 3A, 4 and 5A must still meet the fire resistance requirements of Table 602. It should also be noted that Zoning may have further restrictions as to the location of decks and balconies.

Policy Directive No. 40
Revocable Street Privileges
Sections 3202 OBC

All construction projecting into the street right-of-way including those complying with Sections 3202, OBC shall only be approved by this Division when a Revocable Street Privilege is granted in accordance with Chapter 718 of the Cincinnati Municipal Code. Because of the process of obtaining a Revocable Street Privilege is complex and lengthy, application for the Privilege to the Director of Transportation and Engineering should be made in advance of the submission of plans for a building permit.

All work regulated by the OBC occurring in the right-of-way for which a Revocable Street Privilege is required shall comply with OBC and Divisional policies.

Work approved by a Revocable Street Privilege is included in the estimated cost for the building permit. Building permits are required for construction limited to work in the right-of-way that is subject to Revocable Street Privileges.

Policy Directive No. 41
Soil Approvals on Fill Ground
Sections 1802.1 and 1804.2 OBC

Generally, it is understood that inspection personnel will not approve soils other than nature (undisturbed) deposits of soils of sufficient bearing values to support the imposed design loads. The Code requirements for spread footings are at a minimum, natural deposits of sand, gravel or firm clay or a combination of such materials, provided they do not overlie an appreciable amount of peat, organic silt, soft clay or other objectionable materials. (See Section 1804.2 OBC). We cannot “approve the soil” for any building or structure unless it meets these minimum requirements (or greater requirements as may be indicated on the plans.)

Any fills or otherwise questionable soils can only be approved by a Registered Design Professional, who must certify the bearing value of questionable soils is adequate for the design load, and such certification must be submitted to the plans examiner for review and approval. Soils investigation or tests will be required as part of this submission, but are not necessarily adequate for approval. A revised foundation design must be submitted if approved plans indicate that footings are to be on undisturbed or specific soils and field inspection reveals soils of a lesser bearing value, such as fills.

Under Section 1802.2.1 OBC, plan examiners can require a soil analysis along with the application for permit. Test borings are required for all buildings more than 3 stories or 40 feet in height, and when float, mat or deep foundations are used. This information should then be included with the approved plans in those cases and the building designed accordingly. Whenever the bearing value of the soil is in doubt, test borings can also be required (Section 1802.2.1 OBC).

When unusual soil conditions such as fills are indicated, the supervision and certification of the Registered Design Professional should be required (Section 1101-39 CBC). In those cases we will still give a “soil inspection”, but only in regard to conformity to the approved plans and not approve the soil itself.

Policy Directive 42
HVAC Permits and Plans for Multiple Single
Family (R-3) Occupancies
Section 1101-17.3 CBC

The policy of the Division with regard to issuance of Mechanical Permits for Multiple Single Family (R-3) occupancies (Townhouse or Rowhouse dwelling unit arrangements of more than three dwelling units connected) shall be as follows:

1. There shall be one Mechanical Permit for each structure or for each portion of the structure on its own lot rather than for each address;
2. There shall be mechanical plans attached to the 4 sets of building plans showing compliance with the Ohio Mechanical Code.

The above policy is deemed necessary to make the method of submitting mechanical applications consistent with the way in which other permits are processed and to assure that compliance with the applicable Mechanical Code requirements are met.

Policy Directive No. 43
Permits for Installation of Factory-Built
Fireplaces, Fireplace Stoves, Room Heaters,
and Stove/Heater Combinations
Section 1101-17 CBC

This policy provides guidelines regarding permits for the installation of prefabricated fireplaces.

1. All prefabricated fireplaces, fireplace stoves, fireplace room heaters and stove/heater combinations require a mechanical permit;
2. In the case of new buildings, additions and alterations, this permit is in addition to the building permit and shall be applied for at the time the building permit is applied for;
3. In the case of a project involving other mechanical work for which a permit is required, one mechanical permit is required with the application listing all mechanical equipment, including the fireplace; and,
4. In the case of an installation which involves no alteration work apart from that necessary to and directly connected with the installation and which does not affect the adequacy of major structural members, a separate building permit will not be required.

It is recognized that some borderline cases will occur in connection with statement (4) above and that individual judgment will be required of the plan examiner. In making such judgment, keep in mind that the intent of the policy is to not inconvenience the applicant any more than is necessary for the protection of the public. Also, assume that the personnel of the various inspection sections will cooperate with each other as members of a team with a common goal.

The following are suggested guidelines for the review of factory-built fireplaces:

1. Determine the Listing of the unit and compliance with the general conditions and limitations of the Listing. The usual listing is by U.L. in the Gas and Oil Equipment Directory. See the attached list of other accepted nationally Recognized Testing Agencies;
2. Determine if the plans show the general clearances around the firebox and the location with respect to side walls are in accordance with the manufacturer's installation instructions;
3. Determine if the hearth construction complies with the specific requirements of the Code (Sections 1004.1 DC or the manufacturer's installation instructions; and,
4. Determine if the chimney type, height configuration, and termination (with spark arrestor) complies with the manufacturer's instructions and listing.

Inspection shall be responsible for all clearances to combustible materials and support for the chimney and the installation details not referenced herein.

The applicant is required to submit a copy of the manufacturer's installation details.

The applicant shall list the manufacturer and model number of the unit on the plans and on the mechanical permit application. The plans shall show cross sectional elevation of the fireplace installation showing compliance with the above reference clearances, location, hearth size, and construction and chimney details.

Policy Directive No. 44
Applications for Permits Involving Phased or
"Fast Track" Construction
Sections 1101-19, 1101-21 and 1101-29.3 CBC

The following are minimum requirements for information to be submitted with plans under the "Fast Track" method.

Phase I - Foundation

1. One permit application with "Foundation Only" indicated on application.
2. Complete Part C of the application for excavation and/or fill when applicable.
3. Five surveys locating building on the site and stamped by a registered surveyor (Ohio registered) - see survey checklist available from Zoning Plan Examination Section for further requirements.
4. Four sets of sealed detailed structural drawings for all foundation work.
5. Four sealed sets of foundation work specifications.
6. One copy of subsurface investigation (soils) report with detailed recommendations when applicable.
7. Four sets of design development drawings of the superstructure sufficient to show compliance with major Code provisions. (Floor plans, elevations, schematic electrical and stormwater management).
8. Four sets of schematic drawings of fire protection systems showing location of standpipes, sprinkler risers, underground piping details, connection to water main, Fire Division connection, pump room, and annunciator panel. (See General Note 5).
9. Any additional information needed to show intent or general compliance for innovative design or construction methods.
10. Separate electrical permit applications and plans are required to be submitted to and approved by Inspection Bureau, Inc. (381-6080) prior to issuance of the foundation permit.
11. Foundation permits involving limited plan review and prior approvals can be processed according to Policy Directive No. 20 "Foundation Permits Involving Limited Plan Review and Prior Approvals."

Phase II - Structural Frame (Including Floors)

1. One permit application with "Structural Frame" indicated on application.
2. Three sets each of sealed, detailed, structural plans and specifications.
3. Three sets of details and test references for all required fire resistance rated structural elements or assemblies.

Phase III - Shell

1. One permit application with "Shell" indicated on. Complete on application.
2. Four sealed sets of detailed drawings of exterior wall, roof, and any roof structures (with fire test references for exterior wall construction, where applicable).
3. Four sealed sets of specifications for exterior wall construction, insulation, windows, doors, and roofing.
4. One partial energy analysis indicating compliance with "building envelope" requirements. (Note: This assumes that the building is designed using Chapter 13 Energy Efficiency).

Phase IV - Base Building Interior Work (See General Note 2)

1. Two permit applications:
 - A. Location and construction of exit stairs, public corridors, elevators, and restrooms.
 - B. Location, construction, and use of all rooms that are not part of tenant spaces.
 - C. Finish schedule and installation details.
 - D. Door and hardware function schedule.
 - E. Location of exit signs.
 - F. Schematic layout and description of fire alarm systems and fire suppression system. (See General Note 5).
 - G. Location and details of tenant separation walls if part of base building work.
 - H. All proposed HVAC equipment and ductwork, required shafts, and dampers.
 - I. Layout and description of smoke removal system if applicable.
 - J. Details of any required fire resistive rated floor or wall assemblies not already approved under Phases II or III.
 - K. Stair details.
2. Four sets of specifications for "Base Building" materials and systems.
3. Completed Energy Code Analysis as relating to mechanical equipment.

Phase V - Tenant Space Development

1. Permit applications:
 - A. One building permit application (any number of tenant spaces may be included and the floor number or numbers where such work is to be done should be shown on application after address).
 - B. One mechanical permit application corresponding to each building permit application.

2. Four sealed sets of plans including the following:
 - A. Small scale floor plan or key plan of each floor where work is to be done showing location of such work.
 - B. Clear indication of limits of proposed work area and use of all rooms and spaces therein.
 - C. Details of new partition construction, finishes, doors, hardware, and service equipment not already approved in Phase IV.
 - D. Details of alterations to HVAC system.

General Notes:

1. Two or more consecutive phases may be combined under one permit by combining the required documentation and marking the application accordingly.
2. It is preferred that permits required by Phases IV and V be applied for at the same time whenever possible.
3. Tenant spaces may be occupied prior to the completion of all work in accordance with Policy Directive No. 5 "Guidelines for the Temporary Occupancy of Buildings Under Construction". Certificates of Use and Occupancy shall be issued in accordance with Policy Directive No. 17 "Issuance of Certificates of Occupancy for Initially Developed Tenant Spaces in New Buildings".
4. Anything shown on drawings which is not to be included in that phase should be identified as "not part of this permit".
5. These items will be reviewed only for intent or general compliance at this phase and will require a separate permit later.
6. "Sealed" when used in reference to plans or specification means bearing the printed and embossed seal of a Registered Architect or printed and/or embossed seal of a Professional Engineer (Ohio Registration) when complete technical analysis is not submitted in accordance with Sections 1101-21 and 1101-27 CBC.
7. Permit fees for the various phases are in addition to the overall permit fee charged when the "shell" is approved (this fee is based on total valuation).
8. The "Fast Track" methods outlined in the above phases are general in scope and shall not be considered an inclusive list of items required for the issuance of a building permit.
9. In addition to the building permits issued for various phases of construction the following permits are required before commencing the specific work.
10. Whenever structural work is involved, a Statement of Special Inspections is to be submitted in accordance with Policy Directive No. 71.

Policy Directive No. 45
Permits for Structures to be Erected on Fountain Square
Section 1101-09 CBC

The Division of Buildings and Inspections has been charged with the responsibility of enforcing the provisions of the Building Code in cases of major temporary structures erected on Fountain Square such as reviewing stands, bleachers, etc. (Please note this procedure does not apply to mobile self-contained stages, minor booths, etc.). In such cases, the procedure shall be as follows:

1. After an applicant has been advised in writing by the Director of Public Services (352-5496) that permission to use Fountain Square has been granted by the City Manager, he shall make application to the Division of Buildings and Inspections for a building permit. The application shall be made on the standard Division of Buildings and Inspections application form at least 24 hours in advance.
2. The application for the building permit shall be accompanied by a copy of the permit issued by the Director of Public Services, as well as plans in triplicate drawn to scale. The plans shall be complete, showing all details and sections necessary to construct the structure as well as their proposed location and use.
3. The Division of Buildings and Inspections will examine the plans to ascertain compliance with the applicable provisions of the Building Code and submit them to the General Engineering Section of the Division of Transportation and Engineering for review.
4. The building permit fee for all structures included in one application shall be as prescribed in Section 1101-87 of the Cincinnati Building Code.

When there is more than one structure, the total estimated cost shall be used and a single building permit issued.

Policy Directive No. 46
Plaster Over Wood Lath Construction
Section 703.0 OBC

Please be advised that review of fire resistance ratings based on actual fire tests for various archaic construction practices indicate that simple wall and floor/ceiling assemblies utilizing plaster on wood lath membrane protection generally achieve fire ratings of 1/4 hour to 1/2 hour duration. Therefore, it shall be the policy of this Division not to consider assemblies utilizing plaster over wood lath as equivalent one hour fire rated construction, unless it can be demonstrated otherwise by specific example based on fire test (more complex assemblies of this type employing lightweight concrete fill, insulation, greater thicknesses of plaster, etc., may sustain higher fire ratings).

Policy Directive No. 47
Walk-Through Plan Examination Service
Section 1101-85.3 CBC

The Division of Buildings and Inspections will provide a special "walk-through" service for review of applications for permits for small to medium sized non-residential tenant improvements, including signs, awnings, tents, fences and roofing work; and, residential alterations and additions including decks, retaining walls, fences and roofing work. This walk-through service will not be provided if in-depth zoning review is required.

Projects will be reviewed on a first come, first serve basis. Because some projects are more complicated, the Building Plans Examiner may deem the application unacceptable for the "walk-through" service. It is strongly recommended that a licensed architect, engineer or someone knowledgeable with the Cincinnati and Ohio Building Code be consulted to assist with plan preparation. Plans with numerous Code violations will be denied "walk-through" service. Minor Code problems may be addressed by revisions or notes. At the Plans Examiner's discretion, a partial permit (i.e., framing, horizontal sprinkler piping, partial ductwork, etc.,) may be issued when the applicant signs a statement holding the City harmless, if future review turns up Code problems which require alteration of permitted construction. If this option is chosen, the applicant must submit separate applications with plans for the remainder of the work which will be routed in the usual manner. Notes on a plan stamped and/or sealed by a licensed engineer or architect must be made by that Engineer or Architect with initials and date. Notes on other plans may be made by the applicant. As is normally required, all HVAC work must be shown and an application prepared at the time of submittal. The cost for this optional "walk-through" service is additional to the regular permit fee and is \$400.00. No charge or extra charges will be made for the "walk-through" service provided for one, two, and three family dwellings, roof repairs, tents, retaining walls, fences, sprinkler work involving only head relocation, fire alarm work involving only relocation of detectors and/or pull boxes, or HVAC work involving only diffuser relocation. See Policy Directive No. 85 for \$60 walk-through fees for minor alterations. At the discretion of the plans examiner or Chief Building Official, permits for foundations (with hold harmless covenant), excavation and fill and parking lots may be walked through without a walk-through fee where there is minimal amount of plan review.

Plans that qualify for commercial walk-throughs must meet the following requirements:

- I. Applications for all use groups except for application for major work in assembly, educational, institutional and high hazard uses.
- II. Applications must be limited to alterations or repairs in a single tenant space, No walk-throughs for changes of use will be permitted.
- III. Applications for new construction, additions or substantial improvements not in the flood plain.
- IV. Plans must be legible and to scale, clearly showing room names, pertinent dimensions, door schedule, finish schedule, etc. (see checklist). If required, a key plan should be included showing location of work and exits. All existing and proposed work must be clearly differentiated.
- V. Mechanical applications must include manufacturer's specifications and plans showing all new ductwork, system controls, fire dampers and ventilation rates including outside air requirements.
- VI. Fire suppression plans must be limited to alteration of an existing system or relocation of sprinkler heads only.
- VII. Plans designed under the rehab Code cannot qualify as a walk-through.

Commercial walk-throughs in new high-rise and other complex buildings should be reviewed by the Plans Examiner who is familiar with the building. This service can be facilitated on an appointment basis with Plans Examiner of record by telephoning 352-3313. If you have any additional questions, please contact the Supervising Building Plans Examiner at 352-3313.

Policy Directive No. 48

Sprinklers in Elevator Hoistways and Machine Rooms

Rule 102.2, ASME A 17.1-2004 Elevator Code

Rule 102.2 of the Elevator Code requires that all sprinkler systems serving hoistway or machine rooms be provided with a means to automatically disconnect the main line power supply to affected elevator(s) prior to the application of water. This is commonly referred to as a “shunt trip device” and shall be activated by a heat detection device located adjacent to the sprinkler heads in these spaces. Flow switches in the sprinkler branch line outside these spaces are not permitted.

In order to minimize the problems of enforcing these requirements, plans submitted for sprinkler systems shall show heat detection devices.

Policy Directive No. 49
Standpipe Requirements
Sections 905.4 and 905.5 OBC

The policies and interpretations of the Division of Buildings and Inspections and Fire Division relative to standpipe outlet locations are as follows:

Class I standpipe hose connections shall be installed within exit stair enclosures at intermediate floor level landings between floors, and/or alternative locations within stair enclosures with the written concurrence from the Fire Division. Whenever portions of the floor or building are not within reach of a Class I connection, per Section 905.4(6) or a Class II hose and stream per Section 905.5, additional standpipe connections or hose should be located as required by the Fire Division.

The building Code plans examiner shall obtain written concurrence from the Fire Division for the location of the additional hose connections.

Policy Directive No. 50

Submittal Guidelines for Excavation/Fill Permits

Sections 1101-19.5, 1101-39.2, 1113-03, 1113-05 and 1113-13 CBC

1. Plan preparation and field inspection required by Sections 1101-19.5 and 1101-39.2 CBC shall be as follows:

- A. Geotechnical Engineers (a list of recognized Geotechnical Engineers is available through the Cincinnati Chapter of American Society of Civil Engineers) are required to submit soils reports, make recommendations on methods of performing the earthwork and field supervise the following types of projects:

- 1) Excavation and/or fill operations, for which a permit is required, in all areas shown in red on the "Landslide Susceptibility Map". Refer to CAGIS/GEN7.
- 2) Excavation and/or fill operations, for which a permit is required, in areas shown in yellow and orange on the "Landslide Susceptibility Map" where, in the opinion of the Chief Building Official; the services of a Geotechnical Engineer are required in the interest of public safety.
- 3) Sites with active landslides. This determination shall be made from the list of active landslides, that is maintained by the Division of Buildings and Inspections or Field Inspection.
- 4) Sites where existing or proposed slopes are greater than 3 horizontal to 1 vertical.
- 5) Sites where any excavation is greater than 12 feet in depth or located next to an existing structure where possibility of undermining exists (Section 1803.1. OBC).
- 6) Sites where a structural fill in excess of five feet is required.
- 7) An earthwork area greater than two acres.
- 8) Sites where existing fill or unsuitable materials are present.

NOTE: A "Declaration Contract for Geotechnical Engineering Services" shall be completed and submitted when a Geotechnical Engineer is required available at 3300 Central Parkway, in the Business Development and Permit Center.

- B. Earthwork projects for which a Registered Design Professional is required to prepare plans and supervise the work:

- 1) Excavation and/or Fill operations, for which a permit is required, in all areas shown in yellow and orange on the "Landslide Susceptibility Map", and a Geotechnical Engineer is not required.
- 2) Sites where existing slopes are steeper than five horizontal to one vertical, but not greater than three horizontal to one vertical, and it is proposed to increase the slope.
- 3) Sites with fill in excess of 12 feet in depth or where special drainage or erosion control provisions are required.

NOTE: All other plans can be prepared by anyone with the ability to draw legible plans provided the plans supply sufficient information to determine compliance with Section 1101-17.1 and the exception to Section 1101-19.5 CBC.

2. Performance Bonds required in accordance with Section 1113-13 CBC.
 - A. The bond shall be on a form prescribed by the Chief Building Official (CBO) and is available at the Business Development and Permit Center at 3300 Central Parkway.
 - B. The dollar value of the bond shall be determined by the Chief Building Official.
3. Other Special Requirements:
 - A. Erosion controls as required by Section 1101-19.5 CBC shall be specified when runoff from a construction site would cause mud to flow onto a street or adjacent property or into a sewer.
 - B. Tops and toes of slopes (Section 1113-05 CBC) shall be specified when earthwork is close to property lines or buildings.
 - C. Timing schedules, etc. shall be submitted on large projects where several seasons will be needed to complete site work (Section 1101-19.5 CBC).
 - D. Borrow and disposal sites shall be identified to ensure that excavation/fill requirements will be met on both sites (Section 1101-19.5 CBC).
 - E. Demolition fills may contain combustible demolition materials not to exceed twenty percent of the volume of the fill, provided that the combustible materials shall be adequately broken, crushed, and mixed with the noncombustible materials.
 - F. Operational Plan. An excavation and fill permit may not be issued for an excavation or fill comprising the movement of more than 1,000 cubic yards of material, unless the permit application is accompanied by an operational plan determined by the Chief Building Official as sufficient to ensure that the operations are not offensive or objectionable due to erosion, siltation or dust. The operational plan must include: an ingress/egress plan showing the borrow/fill site, the access drive, and the connection to the public right-of-way; the location of structures on adjoining properties; the hours of operation of work activities on site; methods of controlling erosion and siltation, the anticipated duration of the project; and the intended use of the property after completion of excavation and fill operations. An operational plan is also required for an excavation or fill comprising the movement of less than 1,000 cubic yards of material if the work area borders one or more work areas under separate excavation and fill permit and the total amount of material being moved in all contiguous areas is more than 1,000 cubic yards and the areas have some common ownership or the work in all areas is under common control. (See Section 1113-03 CBC)
 - G. Certification of Excavation and Fill Quantities and Operational Plan Compliance. Every six months after the issuance of an excavation and fill permit and on completion of operations, the holder of permit for an excavation or fill comprising the movement of more than 1,000 cubic yards of material must file with the Chief Building Official a certification prepared by a Registered surveyor, Registered PPDesign Professional of the quantities of materials placed or removed since the issuance of the permit and that work has been conducted in accordance with the operational plan. (See Section 1113.03 CBC)
 - H. Revocation of Excavation and Fill Permits. The CBO may revoke an excavation and fill permit if the holder of the permit has failed to comply with the operational plan or if the CBO determines that the

operations have become offensive or objectionable due to erosion, siltation or dust. (See Section 1113.03 CBC)

- I. Excavations and Fills in Residential Districts. If the proposed work is wholly or partially within a residential zone district, work must be completed within one year from the date of permit issuance. The Chief Building Official (CBO) may extend the time for completion of the work if the CBO determines after conducting a public hearing that the operations have been conducted in compliance with the permit and have not been offensive or objectionable due to erosion, siltation or dust.

Policy Directive No. 51
Rehab Code: Policies and Interpretations:
Section 3410.0 OBC

The intent of Section 3410.0 is to provide a means to achieve building Code compliance for buildings built before July 1, 1979 where alterations, additions, part change of occupancy and/or change of occupancy are proposed and compliance with Chapter 2 through 32 of the Building Code would not be feasible. Section 3410 shall apply to existing buildings, including historical buildings, or portions thereof that will continue to be or are proposed to be in Use Group A, B, E, F, I-1, M, R and S.

1. Submittal Requirements:

Complete plans of the existing structure shall be submitted along with a Table 3410.7 Summary Sheet and structural analysis. Plans shall show all items pertinent to determine compliance with Section 3410. Plans are required to be adequately prepared by those knowledgeable of the Code and experienced in the preparation of architectural drawings.

When a limited amount of alteration work is proposed, four sets of complete plans of the proposed alteration work along with schematic plans of all floors substantiating compliance with Section 3410.5 safety categories, an investigative report and substantiation of the required fire resistive ratings may be substituted for complete plans of the structure.

It is the Division of Buildings and Inspections' recommendation that an applicant contemplating use of Section 3410.0 first contact this Division for consultation and preliminary review of the project, especially one that involves mixed uses. When a change of use is proposed, a separate evaluation will be required for each use group involved. If all uses are separated, the evaluation of each use shall stand on its own. For non-separated mixed uses the score for the use producing the most restrictive condition for each category in Section 3410.6 shall be entered in Table 3410.7.

New construction not covered by the categories of Section 3410.6.1 through 3410.6.18, such as finishes, plumbing fixtures, altered exposures and HVAC equipment shall be evaluated for new Code compliance.

Once a project is approved under the provisions of Section 3410.0, the safety categories shall be maintained whenever future alterations are proposed.

All structural members that are affected by the alteration, addition, part change of occupancy or change of occupancy shall be evaluated to determine the adequacy of the members for new loading conditions, and a structural report submitted to the Building Division verifying investigation. In lieu of the submission of the complete structural analysis, a summary structural report can be submitted that contains the following information:

- A. A statement that a complete structural analysis was made according to the criteria of Chapter 16.
- B. A statement that a field investigation was made that verified the structural integrity of the building and correspondence with the design assumed.
- C. A list of allowable loads according to the requirements of Chapter 16 for the new uses.
- D. The certification of the report by the Registered Design Professional with the appropriate registration.

2. Interpretations

To provide for a uniform enforcement and interpretation of Section 3410.0, the following are the policies of the Division.

- A. Mixed Uses: Mixed occupancy buildings shall be evaluated according to the criteria of Section 302.3 OBC in the following manner:
 - 1. Occupancies with fire walls per Section 302.3 OBC: Separate evaluations shall be made for each area segregated by fire walls. The mixed use safety parameter scale shall be 0 if the fire walls are fully conforming to Section 705 OBC.
 - 2. Accessory Uses: When incidental and accessory uses comply with Section 302.1.1 or 302.2 then the building shall be evaluated according to the main uses.
- B. Part Change of Use:
 - 1. With Conforming Fire Separations: The evaluation shall be limited to the portion of the building changed. All the building and building service equipment serving that part shall be evaluated. The mixed occupancy safety parameter shall be zero. The height and area values shall be as determined as a fire separated mixed occupancy building.
 - 2. Without Conforming Fire Separations: With less than a one hour separation, use the non-separated mixed use option.
- C. Phased Construction: the entire building shall be evaluated or each phase shall be evaluated separately under the requirements for part change of use.
- D. Section 3410.1: Section 3410 does not eliminate the need to comply with the Housing Code, flood Plain Management and Excavation and Fill requirements.
- E. Sections 3410.6.1 and 3410.6.2: Substantiation of fire resistive ratings may be made by referencing published ratings, including those designated as estimated. Such publications include the American Insurance Fire Resistive Ratings, HUD Rehabilitation Guidelines, Gypsum Association Fire Resistance Design Manual and Publications of PCA and AISI and similar references.
- F. Section 3410.6.6: Floor duct penetrations without shafts or fire dampers shall be considered as unprotected vertical openings, except exhaust subduct systems designed per SMACNA shall be evaluated according to the rating of the shaft wall.
- G. Sections 3410.6.8 and 3410.6.9: The plan examiner shall advise applicants of the high rise building fire alarm requirements in the fire Code.
- H. Section 3410.6.10: One story buildings or changes of occupancy on a floor with grade level exit(s) can be considered as having an exit stair with operable exterior windows (Category C).
- I. Section 3410.6.14: The existing elevator size is not an element that needs to comply with present Code requirements in order to be considered usable by the Fire Division. (See separate Policy Directive No. 33 entitled "Elevator Recall")

Policy Directive No. 52
Open Perimeter Increase
Section 506.2 OBC

It is the policy of the Division of Buildings and Inspections that whenever the allowable area listed in Table 503 OBC is increased by providing unoccupied open space and fire lanes in accordance with Section 506.2 OBC the following is required:

1. The applicant shall show all fire lanes and the unoccupied space used for any street frontage increase on the plans.
2. The building plans examiner shall obtain written concurrence from the Fire Division in accordance with the Fire Code that the fire lane and unoccupied space is adequate for firefighting access.
3. The building plans examiner shall record a description of all required fire lanes and unoccupied spaces on the Certificate of Occupancy.
4. Street right-of-ways shall be at least 20 feet wide in order to satisfy the width requirement for firefighting access.

Policy Directive No. 53
Corridor Walls Within Sprinklered Fire Areas
Sections 407.3 and 1017.1 OBC

It is the policy of the Division of Buildings and Inspections that corridors in fully suppressed fire areas are not required to be rated if the fire area is made to conform to the requirements of the Code applicable to mixed uses in accordance with 508 OBC.

Policy Directive No. 54
Standardized Plan Procedure
Sections 1101-19 and 1101-27.2 CBC

1. The policy for the submittal, approval and retention of standardized plans shall be as follows:
 - A. For each plan that an applicant wishes to have on file as pre-approved, one copy of the standard plan shall be submitted directly to the Supervisor of Building Plans Examination. The standard plan shall comply with the following:
 1. The plan shall be complete and of sufficient detail to determine compliance with all applicable requirements and to ascertain the soundness of the structural design. Plans for heated or air conditioned buildings shall be accompanied by the appropriate Energy Conservation forms of the Division.
 2. The plan shall indicate an identification number for each plan as well as each type, model or option including optional foundation wall designs for variant grade conditions.
 3. All sheets in the plan shall be clear, sharp, and easily readable prints, suitable for scanning. The maximum size for signs and small miscellaneous structures shall be 11 scanning.
 - B. The applicant shall be notified of any deficiencies. The applicant shall make necessary corrections and/or provide required information to resolve deficiencies and resubmit two sets of revised plans directly to the Plans Examiner within sixty days. The Plans Examiner shall review the revisions, and if found to comply with all applicable requirements of the Code, notify the applicant of approval. One set shall be retained in the Plans Examination section for future reference and one set returned to the applicant.
 - C. The approval letter from the Plans Examiner shall indicate the following information:
 1. Standardized plans number.
 2. The edition and effective date with Code sections applicable.
2. When an applicant wishes to construct a structure at a specific site(s), the policy shall be as follows:
 - A. For each site involving a sign or small miscellaneous structure, the following shall be submitted:
 1. One permit application
 2. Three site plans locating the sign or structure on the site and showing location with respect to property lines, structures and street right-of-way.
 3. Three copies of standardized plans.
 4. Three copies of a description sheet indicating the standardized plan identification

number and the overall dimensions of the sign or structure.

B. For each involving a new building, the following shall be submitted:

1. Building Permit Application
2. HVAC Permit Application
3. Four surveys locating the building on the site and showing all the information required by the survey checklist (available from Zoning Section)
4. Four copies of standardized plan
5. Three copies of a description sheet indicating model designation, number of stories and designation of options to be used, foundation walls, interiors, windows, etc.

C. These submittals shall be routed in the same way and to the same agencies as in the case of other plans.

3. Upon adoption of new building Code requirements, all standardized plans on file shall be reviewed to determine compliance with the new Code. If deficiencies are found, the applicant shall be notified and all parties informed that the approval of the standardized plans has been revoked.
4. As an alternative to the procedures of parts 1. and 2. above, the permit applicant may request a review under Section 1101-27 by referring the A/P/D Number of the application under which the plans were previously approved. The Standardized Plan Review request Form is to be completed at the time of application submittal.
5. The Building Plans Examiner needs only review plans that have been previously approved for site related Code items such as foundation plans, fire separations, grades, open perimeter, flood, accessible routes and excavation/fill issues.
6. The applicant shall be responsible for a permit processing fee for the required review only applications.

**STANDARDIZED PLAN REVIEW
REQUEST FORM**

PROPOSED ADDRESS _____

PLAN NO. (By City Staff) _____

PREVIOUSLY APPROVED PLAN IDENTIFICATION:

PLAN NO. _____

ADDRESS _____

EDITION OF THE CODE _____

I REQUEST A REVIEW UNDER SECTION 1101-27.2 CBC. I CERTIFY
THAT THE PLANS (EXCEPT SITE PLAN) ARE IDENTICAL TO THE
PREVIOUSLY APPROVED PLAN REFERENCE ABOVE.

SIGNATURE: _____

Policy Directive No. 55
Life Safety Systems - Acceptance Test Procedures
Sections 903.5, 907.19 and 909.20.6.3 OBC
NFPA 72 and 72E

Tests of new fire protection signaling systems, automatic fire protection systems, smoke control systems, and supervision systems shall be witnessed by representatives of the Division of Buildings and Inspections and Fire Division.

These tests shall be scheduled only upon issuance of a building permit and completion of the installation, when the systems are fully operational and ready for a final test. The scheduling of the testing of these systems shall be made by the Building Inspection Supervisor (or designee) when it is determined that:

1. All involved agencies are included and the general contractor has coordinated all necessary subcontractors for the test.
2. The required number of inspection personnel needed to witness test have been selected.
3. The scheduling is coordinated with everyone involved.
4. The installer has conducted a pretest, certified the system, and provided the Fire Division with all information required to schedule the test as set out on Form 120 of the Fire Division.
5. The written test procedure, if any, is approved.
6. "Special Inspection" services, if any, will be provided.

It shall be the responsibility of the contractor to schedule the Fire Division and the Building and Inspections Division at the same time.

During the tests, the scheduling supervisor or his/her designee will be in charge for the acceptance testing. He/She will assign test stations for personnel and decide what test procedures will be followed.

These tests will only be performed when the system is fully operational. The failure of any required function could result in the immediate termination of the test.

All testing and "Special Inspection" services are at the expense of the owner or contractor(s). Scheduling of the tests outside normal work hours is subject to the conditions and costs stated in Policy Directive No. 56, Required and/or Special Inspections Conducted During Other Than Regular Work Hours. Rescheduling required by the failure of the system is subject to the conditions and costs stated in Policy Directive No. 56.

Policy Directive No. 56
Required and/or Special Inspections Conducted
During Other Than Regular Work Hours
Section 1101-43 CBC

The Division of Buildings and Inspections shall make every effort to perform required and/or special inspections during regular work hours in a timely manner which will meet the needs and schedules of the owner or agent.

If, as a matter of convenience or expediency, the owner or agent desires to have required and/or special inspections, such as testing or retesting of mechanical or life safety systems, fire stopping, soils, etc., conducted during other than regular work hours, the Division shall attempt to provide this service at the expense of the owner or agent in accordance with the following policies and procedures:

1. The owner or agent shall consult the Building Construction Section at (513) 352-3267 or the Housing Section (513) 352-3275 to discuss feasibility, scheduling, and estimated cost.
2. The request for inspections/testing during other than regular work hours shall be made on the form prescribed by the Director, and the applicant shall agree to reimburse the city for the actual cost of providing the requested services.
3. Following completion of the requested services, the Division shall render an invoice for the actual cost of the services performed. Invoices are payable within 30 days of receipt.
4. For purposes of this policy, costs shall include the payroll cost of assigned employees plus that portion of fringe benefit costs applicable to overtime work.

Note: Callback pay provisions of the city's labor agreement may influence the cost of overtime services if less than 24 hours advance notice is given. Applicants are encouraged to request off-duty services as far in advance as possible to allow for timely scheduling at the lowest possible cost.

Policy Directive No. 57
Installation of Backflow Prevention Devices on
Potable Water Supply to HVAC Equipment
1105-13 CBC and 4101:3-6-08.1 OPC

Backflow prevention devices protecting the potable water system from contaminated water in HVAC systems are regulated by the Plumbing Code. A plumbing permit shall be obtained and work performed by a registered licensed plumbing contractor in accordance with Section 1105-13. In addition, the backflow device shall be tested after installation by a person certified by the Ohio Division of Health for such testing in accordance with Rule 4101:3-6-08.1. Written certification of the test shall be submitted to the Plumbing Inspection Section on a form approved by the Supervising Plumbing Inspector.

Policy Directive No. 58
Additions
Section 3403.1 OBC

In order to determine if an addition results in an increase in hazard to the occupants of the existing building, plans shall provide sufficient information on the lighting, ventilation and means of egress in the existing building at the point of contact with the addition showing that these elements are not being reduced below Code standards.

Policy Directive No. 59
Use Group Classifications for Bed and Breakfast
Homes and Inns
Sections 310.0 OBC and 1117 CBC

The policies and interpretations of the Division of Buildings and Inspections relative to the group classifications for Bed and Breakfast Homes and Inns are as follows:

1. Bed and Breakfast Home

Whenever an owner-occupied dwelling is used in part as a Bed and Breakfast Home as defined and regulated by the Cincinnati Zoning Code in which lodging is being provided for three to five persons, the use shall be classified as a one-family dwelling in accordance with Section 310.1 OBC. The use of part of a one-family dwelling as a Bed and Breakfast Home shall not be considered a change or part change of occupancy. However, the residence shall be required to comply with the Housing Code requirements for rooming houses.

2. Bed and Breakfast Inn

Whenever a building is used in whole or part as Bed and Breakfast Inn as defined and regulated by the Cincinnati Zoning Code in which no more than five bedrooms are provided for lodgers, the use shall be classified as a Group R-1 residential building according to Section 310.1 OBC. If a building is proposed to be used as a Bed and Breakfast Inn and is not classified as an existing R-1, then the building or portion thereof shall be brought up to new Code requirements for an R-1 in accordance with Section 3406.1 OBC except as modified by Chapter 1121, Standards For Adoptive Rehabilitation of Historic Buildings and Structures.

When a Bed and Breakfast Inn is supplemental to the main use of the building and the area devoted to such use does not occupy more than 10 percent of the area of any floor nor more than the basic area permitted by Table 503, a change of occupancy does not occur. However, the entire building shall be free of serious safety and sanitary hazards and the area used for the Bed and Breakfast Inn shall comply with the Housing Code.

Policy Directive No. 60
Procedure for Issuing Tent Permits
Section 109.0 and 3102.1 OBC

The Ohio Building and Zoning Codes of the City of Cincinnati contain regulations governing the erection of tents larger than 200 square feet in area. Therefore, a building permit is required prior to the tent's erection. All applications for tent permits shall be processed as follows:

- A. Requests for permits shall be made on the standard building permit application form. The intended use, date of erection, dates of occupancy and date the tent will be dismantled shall be indicated on the application. The application shall be accompanied by plot plans in triplicate showing the tent's size, distances to other structures and location on the lot. A certificate verifying that the fabric is flame resistant in accordance with NFPA 701 shall also be included.
- B. The application and plot plan shall be examined (including a field inspection, if necessary) to assure compliance with the applicable building and zoning regulations.
- C. If the tent is to be used for a circus, menagerie, carnival, medicine show, or similar form of public entertainment subject to the provisions of Chapter 825 of the Cincinnati Municipal Code, the application shall not be approved without the written consent of the City Manager. Plans for these tents must include a seating layout, aisle widths, and other pertinent egress requirements as listed in Chapter 10 OBC.
- D. If the application is approved, the following steps shall be taken:
 - 1. The fee prescribed in Section 1101-87 CBC shall be collected and a permit shall be issued.
 - 2. Customer Services shall send letters of notification to:
 - a. The Police Division.
 - b. The Fire Division.
 - c. The Inspection Bureau, Inc.
 - d. The Treasurer's Office, if the tent will be used for public entertainment as per Item C above.
 - 3. Customer Services shall notify the agencies listed in Item D-2, above, by phone if the tent is to be erected within 24 hours of the issuance of the permit.
 - 4. Prior to the occupancy of the tent, an inspection shall be made by the Building Construction Inspection Section and the Fire Division to assure compliance with the approved plans and that the egress and seating layout comply with the applicable sections of the Cincinnati Building Code and Ohio Building Code.
 - 5. Tent shall be erected for a period of not more than one year.

Exception: Tents used for public entertainment as per Item C above, shall not be used for more than three consecutive days, unless approved by City Council.

Policy Directive No. 61
Flammable and Combustible Liquid Storage
Sections 415 OBC, 502 OMC and
Article 29, Cincinnati Fire Prevention Code

All exterior storage tanks and piping for flammable and combustible liquids will continue to be submitted to and reviewed by the Fire Prevention Bureau. The Fire Prevention Bureau will examine plans for compliance with Article 29 CFPC and NFPA 30. The plans will be forwarded to the Division of Buildings and Inspections for excavation/fill, flood plain management and zoning regulations review and approval. The Division of Buildings and Inspections will require permits for excavation/fill, any foundations or walls that are required for the storage tanks. After all approvals, the Fire Prevention Bureau will issue a permit and perform all required inspections, except those covered by building permits.

Flammable and combustible liquid storage tanks located inside a building will be reviewed as above, however, a building permit will also be required. The Building Plans Examiner will check the plans for compliance with all applicable sections of the CBC and OBC, including possible part change of occupancy, suppression and structural issues. The Fire Prevention Bureau will withhold its permit until the applicant has satisfied the Division of Buildings and Inspections.

Policy Directive No. 62
Permit Exemptions for Signs
Sections 1101-17.1 CBC and 3107.1.1 OBC

Building permits are not required for painted wall signs, temporary and portable signs, pursuant to Sections 1101-17.1 (15) and 3107.1.1OBC. However, a zoning certificate of compliance shall be obtained for new painted wall signs in Urban Design (UD) Districts or for sign face changes on property with a UD hearing district and for all other temporary signs in accordance with Sections 1427-13.

Notwithstanding these exemptions, signs are required to comply with the Zoning Code. Field inspections will be made in response to such requests for investigations to determine compliance with the Zoning Code. Drawings showing compliance with the Zoning Code may be required to be submitted.

Whenever a painted wall sign is an outdoor advertising sign pursuant to Chapter 895 of the Cincinnati Municipal Code, a permit for an Outdoor Advertising Sign shall be required.

Policy Directive No. 63
Adult Family Homes
Section 201 OBC

“Adult family home” means a residence or facility that provides accommodations to three to five unrelated adults and supervision and personal care services to at least three of those adults.

Section 3722.04.1(A) of the Revised Code exempts a dwelling used as an adult family home from regulation of the state building Code. Therefore, the use of a dwelling house as an adult family home shall not be considered a change of use and such dwelling house shall continue to be classified under Section 1115-01 CBC as an "R-5" use. However, since an adult family home most nearly resembles a rooming house as defined by Section 1117-03 CBC, a dwelling house used as an adult family home shall comply with means of egress requirements of Chapter 1117 applicable to rooming houses.

“Personal care services” does not include “skilled nursing care” as defined in Section 3721.01 of the Revised Code. A facility need not provide more than one of the services listed in division (A) (6) (a) of this Section to be considered to be providing personal care services.

Policy Directive No. 64
Automatic Elevator Firefighters' Service
Equipment Installation
Section 1107-27 CBC, ASME A17.1
Rule 211.3

Often, when firefighters' service equipment is installed on existing elevators to provide "Phase I and Phase II" emergency recall and in-car operation in accordance with ASME A17.1 Rule 211.3, the elevator contractor does not install smoke detectors or make connection to the alarm system. The required performance test cannot be performed until the system is complete, resulting in safety equipment which appears to be installed, but whose required operation is untested and not fully functional, thereby creating a serious threat to life safety in an emergency.

Therefore, it will be the policy of the Division of Buildings and Inspections that firefighters' service phase I and II equipment must be installed as a complete package and work once started, must be continuous until completion. Upon completion, the required performance test to determine conformance with the applicable requirements of the Code must be performed (ASME A17.1, Rule 1202.13). This test must be witnessed and approved by this Division's Elevator Inspectors.

Failure to complete the work in a reasonable time after visible parts of this equipment are installed in areas accessible to Fire Division, or other emergency personnel, will result in orders that will require the elevators to be sealed out of service in accordance with Section 1107-27 CBC.

Connection of this equipment as part of a newly installed alarm system will require approval by the elevator inspector before the alarm system is approved. Connection of this equipment to existing alarm systems may require a retest of that system to insure this alteration does not interfere with its required operation.

Policy Directive No. 65
Walk-In Coolers
Sections 3403.0, 416.4 and 2603.4.1.2 OBC

In order to maintain a consistent interpretation regarding sprinkler requirements for walk-in coolers, the policy is as follows:

1. Automatic sprinkler protection shall be provided for a walk-in cooler complying with Section 2603.4.1.2 OBC when located in a room or space requiring automatic sprinkler coverage.
2. Automatic sprinkler protection shall not be required for a walk-in cooler conforming to Section 2603.4.1 OBC when located in a room or space not otherwise requiring automatic sprinkler coverage.
3. A freestanding walk-in cooler complying with Section 2603.4.1.2 OBC to be located adjacent to an existing building shall not be considered a floor area increase for purposes of applying Section 3403. OBC. However, the exterior wall fire resistance ratings for the cooler must comply with Tables 601 and 602 OBC.

Policy Directive No. 66
Demolition by Mechanical Means
Section 1101-43.4 CBC

It is the policy of the Division of Buildings and Inspections that the street and sidewalks adjacent to a demolition project shall be totally or partially closed to the public as per the Building Inspector on site whenever a structure is being demolished by mechanical means and less than 30' from the public right-of-way and higher than the required barricades.

Policy Directive No. 67
Exception to Separate Permit Requirement for
Single Sprinkler Head Installation
Sections 1101-17.3 CBC

It is the policy of the Division of Buildings and Inspections not to require a separate permit for the installation of single sprinkler head per room when adequate details are shown on the building permit plans. Sprinkler heads can be connected to a minimum 3/4" diameter domestic water line provided there is adequate flow and pressure and check valve is installed according to Section 903.3.5 OBC. Installation by a state certified installer is required. See Policy directive No. 57 for backflow prevention requirements.

Multiple sprinkler head installation within a room requires separate permits and plans prepared by an architect, engineer or state certified designer, and installation by a state certified installer.

Policy Directive No. 68
Non-required Fire Protection Equipment
Section 901.2 OBC

It is the policy of the Division of Buildings and Inspections to require permits for the installation of non-required fire protection equipment other than single station detectors.

All non-required fire protection equipment and systems shall be installed in compliance with Code. Partial systems shall be complying for the area protected including the location, spacing and supervision requirements of the Code and referenced standards. However, whenever a partial system is installed, a statement from the owner or tenant of the premises shall be submitted with the permit application acknowledging that the installation is a partial system.

Policy Directive No. 69
Exits Required From Three Family Dwellings
Section 1117-11.2 CBC and 311.4 RCO

It is the interpretation of the Division of Buildings and Inspections that any new three-family dwelling, three stories or less in height, may be constructed with only one exit from each dwelling. Egress from all existing three-family dwellings, not in compliance with Residential Code of Ohio for One, Two and Three Family Dwellings referenced in Section 1115-01 CBC, must have two separate exits, unless exempted by Section 1117-11.2 of the Housing Code.

Policy Directive No. 70
Adult Day Care
Chapter 3, OBC

It shall be the policy of the Division and Buildings & Inspections to require a written program statement from the owners/operators clearly listing ages and physical conditions of the elderly, number of elderly per caregivers and hours of operation. If the elderly adults are able to respond to emergency situations, without personal assistance, the use shall be classified as A-3 (i.e. recreation centers). If more than five elderly adults are unable to respond without assistance the use must be classified as an I-4 use.

When an A-4, B or M use is converted in whole or part to an A-3 adult day care, the conversion shall not require the building or portion to be made to conform to all the requirements of the Code for a new A-3 use when the occupant load is less than 50; all the adults are able to respond to an emergency without assistance; the day care does not exceed 5,000 square feet in area; and, is located at the grade floor of buildings.

Policy Directive No. 71
Special Inspections
Sections 1101-39.1 CBC and 1704 OBC

The "Statement of Special Inspections" shall be required when plans are certified by a Registered Design Professional or when calculations are requested under Section 1101-21.2(6) CBC for any new building, addition or alteration other than R-3, R-4 and R-5 uses and structural work of a minor nature.

The policy does not change the special supervision requirements for excavation and fill field inspections under Section 1101-39.2 CBC.

At the time an application for a building permit is made, the registered design professional must submit three (3) copies of the "Statement of Special Inspections" that outlines the specific inspections which must be made, and a list of personnel that will be retained for the various special inspections.

Plans examiner will review the "Statement of Special Inspections" with the Supervisor of Inspections and approve credentials of the special inspection personnel.

Building inspector will review interim inspection reports, follow up on any problems noted in the inspection reports, review information for compliance and final report of special inspections.

The plans examiner shall consult with the Supervisors of Plans Examination and Inspections to determine if structural inspections are required for minor structural work. Additional special inspections may be required in addition to those specified by the design professional as determined by field conditions.

**Policy Directive No. 72
Plastic Light Diffusing Ceilings**

**THIS SECTION HAS BEEN DELETED
(EFFECTIVE JULY 1, 2007)**

Policy Directive No. 73
Fire Doors and Self-Closing Devices
Sections 715.4.7 OBC

1. Fire doors, as defined in the OBC, that are required to be self-closing, shall be equipped with self-closing devices that are listed by Underwriters Laboratories, Inc., or approved by the Ohio Board of Building Standards.
2. All replacements of required self-closing devices shall be listed by Underwriters Laboratories, Inc., or approved by the Ohio Board of Building Standards.

Policy Directive No. 74
Frost Protection
Section 1805.2.1 OBC and R 403 RCO

Based on prior experience with local Cincinnati climatic conditions, the minimum depth below grade to frost line for foundation bearing shall be 2 feet 6 inches.

Exception:

1. A one story detached accessory building to a residence, not exceeding 400 square feet and located in the rear yard on undisturbed, nearly level ground and of Type V construction may be supported on concrete foundation not less than 12 inches in width and 12 inches in depth. Foundations shall be poured monolithic with a minimum 4 inch thick floor slab.
2. Accessory buildings, of other than masonry construction not exceeding 144 square feet, may be constructed without footing or foundation but shall be securely anchored to the earth.

In all cases, any structure shall be supported on soil of satisfactory bearing capacity.

Policy Directive No. 75
Duct Penetrations of Fire Resistance Rated
Floor/Roof - Ceiling Assemblies
Section 716.6 OBC

Because of the several conflicting and overlapping requirements for the protection of openings in fire resistance rated assemblies, the following shall be the interpretation of this Division:

1. The installation of ducts and duct openings must comply with the conditions of the Fire Test Design and as explained in the Design Information Section of the U.L. Fire Resistive Index.
2. When duct penetrations are not included in the Fire Test Design, the following shall govern:
 - A. Fire dampers are required in openings whose aggregate area exceed 100 square inches in any 100 square foot area of ceiling.
 - B. Fire dampers are required in openings of ceilings which protect exposed combustible structural elements. As an alternative, ducts or joist cavities can be wrapped with 1-1/4 inch mineral wool batts , 5/8" Type X Drywall, or equivalent, the entire length of the duct or joist cavity.
 - C. Penetrations of both ceiling and floor deck require protection from the top to bottom of the assembly, via a rated shaft equivalent to the assembly rating.

Policy Directive No. 76
Building Additions in Areas of Special Flood Hazard
Chapter 1109 CBC

ADDITIONS:

An addition shall be considered as an improvement, not new construction. If the addition constitutes a substantial improvement as defined in Section 1109-01 CBC, then in such event the provisions of Chapter 1109 CBC shall be applicable.

In order to determine whether or not an addition is a substantial improvement, the market value of the structure, as determined by the Director of Buildings and Inspections, solely for the purposes of Chapter 1109 CBC, shall be established when the first improvement is made to the structure after October 15, 1982, the effective date of the flood plain management requirements. If the market value of the first improvement plus the market value of the subsequent improvements equal or exceed 50% of the market value of the structure, then the provisions of Chapter 1109 CBC shall be applicable.

The Director of Buildings and Inspections will designate the method for the value differential using a current appraisal and supplementary documents regarding the structure since October 15, 1982.

Policy Directive No. 77
Floating Facilities in the Ohio River
Section 1101-09.1 CBC

Based on a legal opinion of the City Solicitor, dated April 24, 1975, and a letter dated August 28, 1984, from Mr. John W. Brant, Executive Secretary of the Ohio Board of Building Standards, a floating facility in the Ohio River shall be deemed to be within the purview of the CBC and OBC if such facility is:

1. Neither used nor intended to be used for navigation purposes; and,
2. Is permanently moored to a portion of the Ohio shore that is bounded by the corporate limits of the City of Cincinnati.

Policy Directive No. 78

Fire Escapes for Existing Dwellings

Sections 3403 OBC, 3404 OBC and Chapter 1117 CBC

Building Inspectors have raised valid questions as to the use of fire escapes in light of the provisions of Section 3404.4 OBC. The 22" width requiring 40" balconies is occasionally too wide for the narrow yards available. Often the 8" risers and 8" treads requires too long a horizontal run for the available space on the face of a building. Limiting interstices to ½" together with the width and run required, make these fire escapes weighty structures that might overtax supporting walls. The 14" fire escape that was permitted by Sec. 1961, et. seq. of the former Cincinnati Building Code, has been erected at approximately 7000 locations and its record in saving lives has been amply documented as being a reasonably adequate and safe means of egress.

Since most existing residences seem to have some practical difficulty or unnecessary hardship in connection with fire escapes, all existing residences should be treated equally.

Therefore, the following regulations shall apply to residences under the circumstances given:

1. Fire escapes shall not constitute more than 50 percent of the required means of egress for any household unit and shall not replace an existing and conforming required stairway. The width shall reflect 0.5 inches per occupant as per NFPA 101.
2. Fire escapes constructed in accordance with the minimum requirements set forth in the Appendix, may be used only as follows:
 - A. To repair or replace portions of existing 14" fire escapes;
 - B. On one, two, or three family dwellings;
 - C. When the Director of Buildings and Inspections orders the installation of a fire escape on an existing residential building to correct an existing inadequate exit situation.
3. Fire escapes extension for new dwelling units in existing buildings shall be permitted where the building is not over 4 stories in height. Such fire escapes shall meet all of the requirements of Section 3404 OBC except as herein modified. (See the Appendix.)
4. Access windows shall be acceptable for access to existing fire escapes and access from new or existing dwelling units in existing buildings under the conditions listed in preceding items "2.A." through "2.C". only, provided that the windows meet the following requirements, which shall be verified in the field by the inspector before the building permit is issued:
 - A. Such windows shall have not less than 5.7 square feet of unobstructed openable area;
 - B. They shall not be less than 24" in least dimension;
 - C. The sills shall be not more than 44" above the floor of the room.

5. Protection of Wall Openings and Arrangement of Fire Escapes - Under those conditions listed in preceding items "2.A." through "2.C", such openings in existing buildings shall not be required to be protected herein for stair hall windows or doors.

New fire escapes or new extensions of existing fire escapes for NEW DWELLING UNITS shall not be permitted or arranged in such a way that a person using the fire escape would be required to pass directly in front of or within 10 feet of openings in a wall which forms a part of the enclosure for the required primary means of egress. Where an existing fire escape is already so arranged as to require persons to pass in front of or within 10 feet of such openings, the openings shall be protected by approved fire resistive windows or doors if the fire escape is to serve a new dwelling unit or if the building is otherwise substantially altered. Windows for such openings required to be protected, shall have fixed sash, glazed with wired glass. Mechanical ventilation may be required.

6. Where new construction involves a fire escape or is subject to the installation of a fire escape, the building permit for such construction shall not be issued unless or until it can be ascertained that a fire escape can be erected of the size and arrangement required.

APPENDIX

1. Fire escapes of welded construction shall conform to the provisions of Divisions (2.) through (5.) of this Appendix, except that all necessary connections shall be made by means of welds and the lug specified in Division (3.C.) of this Appendix shall not be required. Welds shall be made only by welders, tackers, and welding operators who have been previously qualified by tests as prescribed in the Code for Welding in Building Construction, AWS D1.1-04, of the American Welding Society to perform the type of worked required.
2. General:
 - A. A balcony shall be provided for each floor above the first; each balcony shall be of sufficient length where practicable to cover 2 windows and the floor of each balcony shall be placed not more than 12 inches below the sills of the windows which it serves.
 - B. Balconies shall be connected by rigidly secured stairs having an inclination from the vertical of not less than 6 inches in a rise of 10 inches. The stairs shall be hung on one side of or between the windows which the balconies serve, and on the outer side of the balcony.
 - C. From the lowermost balcony to the ground, there shall be provided a counterbalanced stair so constructed as to remain in a horizontal position when not in use. Where, in the judgement of the Director of Buildings and Inspections, special conditions make the use of a counterbalanced stair impracticable, a counterbalanced drop ladder may be substituted.
 - D. At no point shall balconies have a clear width of less than 14 inches. Stairs shall be not less than 14 inches between stringers.
3. Brackets:
 - A. Brackets supporting balconies shall be spaced not more than 3 feet 6 inches from center to center, and there shall be provided not less than 2 brackets for each flight of stairs, one at each balcony.
 - B. Brackets shall be constructed of 1½ inch by 1½ inch by ¼ inch angles. Each bracket shall be made up of a horizontal, vertical and diagonal member, connected by ¼ inch gusset plates. Brackets shall extend the full width of the balcony and shall have a depth to the wall of not less than 18 inches.

- C. Each bracket shall be secured to the wall at the top by a 3/4 inch bolt, rigidly attached to the balcony frame, extending through the wall and provided on the inside with a nut, and a washer not less than 6 inches by 6 inches by 1/4 inch in size. The washer shall be bedded in cement. The lug shall be provided at the lower end of the bracket by extending the diagonal member into the wall not less than 2 inches. This leg shall be firmly leaded or cemented in place. The diagonal member may be held back from the end of the horizontal member a distance of not more than 8 inches. End brackets and brackets supporting stairs shall extend to the full width of the balcony. Alternate intermediate brackets shall have horizontal members extended 8 inches beyond the railing of balcony frame, with a hole at the end for securing a 5/8 inch rod for bracing the top balcony rail.
4. Balconies:
- A. The lower frame shall consist of 1½ inch by 1½ inch by 1/4 inch angles, set without outside legs vertical in an upward position. The frame shall have an overall width outside of the angles, of at least 34 inches, and shall be set 2 inches from the wall. The trimmer angle shall consist of a 1½ inch by 1½ inch by 1/4-inch angle, set with the vertical leg downward. The trimmer angle shall extend the full length of the balcony, and shall be coped out at each bracket, bringing the horizontal leg to bearing and shall be secured at each bracket. The width of the wall opening shall be not less than 20 inches from outside of frame to trimmer angle. The length of the well opening shall be not less than 3 feet 6 inches.
 - B. The balcony shall extend beyond the well opening a minimum of 18 inches.
 - C. The balcony floors shall consist of 1½ inch by 1/4 inch flats, spaced not to exceed 3 inches center to center and securely fastened to cross pieces of the same size and material and the ends of the balcony frame. The cross pieces shall be placed not more than 21 inches on center and shall be riveted to the side angles of the balcony frame.
 - D. The top frame or railing shall be made by 1¼ inch by 1¼ inch by 3/16 inch angles. The ends of the railing shall extend into the wall to a depth of at least 4 inches and shall be firmly leaded in place. The railing shall be 30 inches high. Corner uprights shall consist of 1¼ inch by 1¼ inch by 3/16 inch angles, secured through each leg to the top and bottom frames. Other uprights may consist of 1 inch by 3/16 inch flats. An upright shall be provided at each bracket and alternate railing angle, and with its lower end secured to the bracket extension hereinbefore described. An intermediate railing consisting of a 1 inch by 3/16 inch flat shall be placed at the third points of the height of the posts, and connected thereto
5. Stairs:
- A. Stringers of stairs connecting balconies shall be 4 inches by 1/4 inch flat bars. Treads shall be constructed of three bars, ½ inch square, placed diagonally and spaced 1½ inches center to center and welded in place. The rise from tread to tread shall be not less than 8 inches nor more than 10 inches. A hand railing shall be provided on each side of stairs, each rail to consist of a 3/4 inch round rod, firmly secured at top and bottom and braced near its center by an angle iron upright secured to stair stringer.
 - B. Where the vertical distance between balconies is 12 feet or more, the stairs shall be braced laterally with a horizontal rod, 3/4 inch in diameter, placed 7 feet above the balcony floor. This rod shall be secured to the inside stair stringer with a nut on each side, and shall extend 2 inches into the wall and be solidly caulked with lead.

- C. The counterbalanced stairs shall be, in general, constructed the same as fixed stairs and provided with a handrail on each side. Counterweights shall hold the stairs in a horizontal position then not in use. A short flight of fixed stairs shall be provided at the balcony, consisting of at least 3 treads. The upper end of the stringers shall be connected to the stair bracket. The lower end shall be supported on brackets or suspended from a bracket above with 1½ inch by ¼ inch flat bars on each side of the stairs. The counterbalanced part of the stairs shall have stringers extended, with a cast iron counterweight on the end; the extended arms shall be bent so as to clear all parts of fixed stairs. The stringers of the counterbalanced stairs shall be at least 14-3/4 inches apart. The pivot shall consist of a 7/8 inch bolt passing through 1 inch holes in the stringers and shall be provided with a 1/8 inch brass washer, 2 inches in diameter under the head and nut of the bolt, and between the fixed and moving stringers. The nut shall be secured with a cotter pin.
 - D. Where extended stringer counterweight construction is impracticable, suspended cast iron counterweight, freely sliding in guides secured to the wall of the building, may be used. The guides shall be closed at the bottom to form a seat for the counterweight when the stairs are in a raised position. The counterweight cable shall be not less than 3/8 inch wire cable operating over freely acting sheathed pulleys.
6. Materials and Workmanship:
- A. All structural parts shall be free from grease, dirt, rust or mill scale. Holes in walls shall be carefully and neatly cut to required sizes.
 - B. All parts shall be given a shop coat of paint. After erection, all scuffed places, rivets, connections and bolts shall be touched up with paint, after which the entire fire escape shall be given one coat of paint on all exposed surfaces.

Policy Directive No. 79
Building Valuation Data
Section 1101-87 CBC

The referenced section of the Cincinnati Building Code provides in part that the permit fees for new buildings and additions to existing buildings shall be based on the valuation of the buildings or additions, as determined by the Director of Buildings and Inspections solely for fee purposes. Said valuation for applicable building projects will be determined by the accompanying "Square Foot Construction Cost Table".

NOTES ON USE OF TABLE

1. Valuations shall be determined by multiplying the gross floor area and unit cost based on construction type and use group from the table.
2. When a story is occupied by two or more uses, not included in the same use group, use the table figures for each use group.
3. Use the table figures for the actual type of construction for which a given building qualifies, not the minimum required.

SQUARE FOOT CONSTRUCTION COSTS (APRIL 2007)^{a,b}

USE GROUP	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 with stage	121	115	112	108	100	100	104	93	89
A-1 without stage	111	106	103	98	91	90	95	94	80
A-2 nightclubs	89	86	84	81	76	75	78	69	67
A-2 restaurants, etc.	88	86	83	80	74	74	77	67	66
A-3 churches	112	107	104	99	92	91	96	85	81
A-3 other assemblies	90	84	80	77	68	69	73	61	58
A-4	88	86	83	80	74	74	77	67	66
A-5	88	86	83	80	74	74	77	67	66
B	90	87	84	80	71	71	77	64	61
E	96	93	90	86	80	78	84	71	69
F-1	56	53	50	48	42	42	46	36	34
F-2	55	52	50	51	42	42	46	36	33
H-1	52	50	47	50	39	39	43	33	N.P.
H-2, H-3 & H-4	52	50	47	50	39	39	43	33	3.1
H-5	90	87	84	80	71	71	77	64	61
I-1	89	86	84	81	74	74	78	68	65
I-2	150	147	144	140	131	N.P.	137	124	N.P.
I-3	103	100	97	94	86	85	90	78	69
I-4	89	86	84	81	74	74	78	68	65
M	66	64	61	58	53	53	55	46	44
R-1	90	87	85	81	75	75	79	69	66
R-2	75	72	70	66	60	60	64	54	51
R-3	72	70	68	67	63	63	65	60	56
R-4	89	86	84	81	74	74	78	68	65
R-5 (1,2,3 Family)	72	70	68	67	63	63	65	60	56
S-1	52	50	46	44	38	39	42	32	30
S-2	51	48	46	43	38	38	42	32	29
U	39	37	35	33	30	29	31	24	22

Note a: Private Garages, Unfinished Basements, Covered Porches and Decks - use row U.

Note b: N.P. – Not Permitted

Last Revised: March 19, 2008

Policy Directive No. 80

Board of Building Standards Surcharge Fees: 3% Commercial; 1% Residential Section 1101-127 CBC

A. Beginning with permit applications submitted on July 6, 1993, a three percent surcharge fee mandated by Section 103.2.4.2 OBC and Section 1101-127.1 will be required on permits for new buildings, additions, and alterations involving OBC occupancies and their accessory structures. The types of permits for OBC uses requiring the surcharge are:

1. Building Permits
2. Fire Protection Permits
3. HVAC/Mechanical Permits
4. Plumbing Permits (including site work)
5. Sign Permits
6. Moving Permits
7. Wrecking Permits
8. Tent Permits
9. Public Swimming Pool Permits
10. Awning and Marquee Permits
11. Fence Permits over 6 Feet in Height
12. Retaining Walls
13. Industrialized Units

Permits and fees for OBC use related work not requiring the surcharge fee are:

1. Excavation and Fill Permits
2. Elevator Permits and Certificates
3. Parking Lot Permits
4. Maintenance and Repair Permits Not Involving Plans
5. Certificates of Occupancy and Inspection
6. Walk-thru Fee
7. Reinspection Fee
8. Appeal Fee
9. Engineering Change Fee
10. Inspection of Masonry Units Fee
11. Renewals and Extension of Permits
12. Investigation Fee
13. Plumbing and HVAC Replacement Fixtures and Appliances not Involving Plans

B. Beginning with permit applications submitted on May 27, 2007, a one percent surcharge fee mandated by Section 103.2.4.2 RCO and Section 1101-127.1 CBC will be required on permits for new buildings, additions, and alterations involving RCO occupancies and their accessory structures. The types of permits for ORC uses requiring the surcharge are:

1. Building Permits
2. HVAC/Mechanical Permits
3. Fence Permits over 6 Feet in Height
4. Retaining Walls
5. Manufactured housing.
6. Accessory Structures such as detached garages, sheds, decks and swimming pools

Permits and fees for RCO use related work not requiring the surcharge fee are:

1. Excavation and Fill Permits
2. Elevator Permits and Certificates
3. Parking Lot Permits
4. Maintenance and Repair Permits Not Involving Plans
5. Certificates of Occupancy and Inspection
6. Appeal Fee
7. Engineering Change Fee
8. Renewals and Extension of Permits
9. Investigation Fee
10. Plumbing and HVAC Replacement Fixtures and Appliances not Involving Plans

It shall be the responsibility of the plans examiner, inspector or permit center customer service personnel determining the permit fee to assign the surcharge fee. Permit center customer service personnel shall check the assignment and amount of the surcharge fee.

Policy Directive No. 81
Backflow Prevention for Limited Area Sprinkler Systems
Sections 903.3.5.1.1 OBC and 608.1 Plumbing Code

The policy of the Division relative to the isolation of a limited area sprinkler system from the domestic water supply system and not provided with a fire Division connection shall be as follows:

1. Check valves and backflow preventers are not required to protect non-contaminated systems when the piping is approved for potable water use by the Plumbing Code. Types K, L and M copper tubing joined with brazing filler (classification BCUP-3 or BCUP-4) or solder metal, 95-5 (Tin. Antimony-Grade 95TA) are acceptable under both the Building and Plumbing Codes.
2. A double check valve assembly meeting the ASSE Standard 1015 is required if the system is not contaminated and piping is not approved for potable water use. Shut-off valves shall be supervised according to Section 903.3.5.1.1 OBC notwithstanding Exception 2 of Section 903.4 OBC.

Exception: A dual check valve backflow preventer without shut-off valves meeting ASSE Standard 1024 may be used when the piping is 1 inch or less in diameter.

3. A reduced pressure backflow device meeting ASSE Standard 1013 is required if the system is contaminated with antifreeze or other toxic chemicals. Shut-off valves shall be supervised according to Section 903.3.5.1.1 OBC notwithstanding Exception 2 of Section 903.4 OBC.

Policy Directive No. 82
Private Residence Inclined Stairway Chairlifts
ASME A18.1-2003

The clear width of stairs required by Rule 4.1.1 of the Code for the installation of inclined stairway chair lifts in existing one-, two- and three- family detached buildings may be determined by the local authority having jurisdiction. Therefore, in accordance with Section 1101-11.2 CBC, the minimum clear width may be reduced to 18 inches clear. If the platform can be folded when not in use, the clear width shall be measured with the seat in the folded position.

Policy Directive No. 83
Change of Occupancy
Section 3406.1 OBC

A change in use group classification of a building is a special case of a change of occupancy. As such, the new use area is required to be brought up to new Code standards relative to use group specific requirements.

Exceptions:

1. Historic buildings complying with Chapter 1121 CBC
2. Building complying with Section 3410, Compliance Alternatives
3. Storefront establishments complying with Policy Directive No. 14
4. Adult Day Care complying with Policy Directive No. 70.
5. Historic building complying with City of Cincinnati Ordinance 370.- 2001.

If a part change of use is evaluated as a mixed use building with fire separations between the area where the use is being changed and the remainder of the building in accordance with 508.3.3 OBC, then only the part change of use area is brought up to Code as described above for a change of use.

Other changes of occupancy not involving a change of use group, are evaluated for occupancy specific requirements such as egress, ventilation, structural and plumbing fixtures.

Policy Directive No. 84
Right of Entry and Search Warrants Policy
Section 1101-45 CBC

The policy of the Division of Buildings and Inspections regarding entry upon premises and buildings not open to the public by Division employees shall be as follows:

1. Right of Entry for Inspection of Work Being Performed Pursuant to Permit:

Any Division employee may enter upon any premises at any reasonable time in order to conduct an inspection to determine conformance under Section 1101-11 CBC where work is being undertaken pursuant to a permit in force and effect issued by the Chief Building Official. Any time that work is actually being performed on the premises, pursuant to the permit shall be deemed a reasonable time.

2. Entry for Investigation and Securing of Open, Unoccupied Buildings:

A Division employee may enter upon the premises of any unoccupied building that is unsecured against free entry, inspect the premises, and may cause the structure to be barricaded or resecured from entry.

3. Entry for Inspection of Other Existing Structures:

With the consent of the owner, other person in control of the premises, or an occupant of a part of the premises, a Division employee may enter upon the premises to determine conformance under Sections 1101-11, 1101-17, and 1101-43.2 CBC. An employee may enter any portion of the premises open to the public. If consent is refused or not obtained, the employee may not enter upon any part of the premises from which the general public is excluded, other than the parts thereof that the employee has obtained permission to enter, without first securing a warrant authorizing entry and inspection.

4. Application for Warrants:

The Chief Building Official may request the City Prosecutor to apply pursuant to Ohio Revised Code Section 2933.21 (F) or other applicable law for a warrant to search a house or place, including any structure or premises, for the existence of physical conditions that are or may become hazardous to the public health, safety, or welfare when consent for entry made pursuant to this section has been refused or for other reason not obtained in any of the following circumstances as established by affidavit supported by oath or affirmation by a Division employee or other reliable person, which affidavit shall describe with particularity all portions of the structure or property to be searched:

- A. After inspection of a portion of the structure or property or view thereof from any place open to the public or other place where the employee was lawfully entitled to be, that employee has observed conditions on the property that have given the employee good cause to believe that violations of the CBC, OBC, or the Cincinnati Zoning Code exist on the property;
- B. The structure or property is within an area designated according to neutral criteria by the Chief Building Official or by the Council where the Division is systematically inspecting all houses and properties;
- C. The inspection is required pursuant to issuance of the certificate of inspection or to reinspect a structure or property where substantial Code deficiencies had been noted on a certificate of inspection pertaining to the structure or property; or

- D. The inspection is required by law or ordinance for the issuance of a license or permit for use of the structure or property.

Notice Required:

Unless immediate inspection is required for protection of the occupants or the general public from imminent peril, any inspection made pursuant to a warrant applied for under authority of this Section, shall only be made during daylight hours and after notice of intent to inspect the structure or property has been posted in a conspicuous place on the structure or property at least 24 hours in advance, unless the Chief Building Official has authorized a search on the issuance of a warrant.

Policy Directive No. 85
Minimum Permit Fees for Minor Alteration Work
Section 1101-87 CBC

Until such time that an ordinance is approved modifying the permit fees for minor alteration work requiring minimal plan processing and inspection, fees for signs, awnings and alterations to fire protection systems meeting the criteria below shall be based on Section 1101-87.4 with a minimum fee for work with a valuation of \$2,000 or less. Signs, awnings and fire protection equipment qualifying for this fee are:

1. Awnings, wall signs not above the second story, and ground signs not greater than 6 feet above grade when:
 - A. Less than 50 square feet in area (horizontal projected area for awnings) with an installed valuation of less than \$2,000.
 - B. Plans on 8-1/2 x 11" sheets.
2. Fire Protection Systems
 - A. Total area covered by the proposed work is 800 square feet or less as well as five or less devices/heads:
 - B. Work covered shall be limited to:
 - (1) Alarm system for sprinkler supervision
 - (2) Additions to existing alarm systems including ADA upgrades
 - (3) Replacement control panels
 - (4) Non-required alarm systems
 - (5) Relocation of sprinkler heads with no change in number of heads or hazard classification
 - C. Plans on 8-1/2 x 11" sheets without the reduction of scale.

The wall and ground signs meeting the criteria of Part 1 will not require building plans examiner approval. Ground signs meeting the criteria of Part 1 will not require soil inspection. However, the sign shall be attached or anchored to withstand wind loads specified in the Code as determined by the inspector in the field. This includes portable signs needing to be considered permanent signs to comply with the Zoning Code.

Work meeting the criteria set out in this policy shall be considered minor alteration work. Therefore, plans submitted for such work are exempt from Design Professional Certification requirements except that plans for fire protection system are not exempted from Design Professional Certification requirements. The walk-thru fees for these permits shall be an additional \$60.00 unless otherwise exempted by Policy Directive No. 47.

**Policy Directive No. 86
Construction Documents Not Prepared by
Registered Design Professionals
Section 106.3.4 OBC
Section 3791.04 ORC
Section 4733.23 ORC**

**THIS SECTION HAS BEEN DELETED
(EFFECTIVE JULY 1, 2007)**

Policy Directive No. 87
Carnivals and Festivals
Article 525, NEC

1. The Ohio Building Code contains references to the National electric Code (NEC) which regulates Carnivals, Circuses, Fairs, and Similar Events in Article 525 of the 2005 NEC. In order to clarify the electrical requirements for these installations, guidelines have been established.
2. Whenever a Festival, Carnival, or event is held within the City of Cincinnati, temporary electrical installations shall be provided in accordance with the following:
 - A. Service cable (SER/SEU) with an insulated neutral shall be approved as a feeder circuit from service equipment if it is properly supported as required by NEC Article 230 and 338.
 - B. Festoon lighting shall be protected by an approved Ground Fault Circuit Interrupter (GFC) and all lamps must be installed with lamp guards. The use of pin sockets is acceptable with GFCI protection.
 - C. Cables entering the service panel may be grouped or bundled. A two-inch connector may be used in lieu of multiple connectors.
 - D. A minimum distance of seven feet (7'-0") shall be maintained between grade and festoon lighting or any branch circuits which are installed within tents that are accessible to the general public.
 - E. For receptacle boxes located within tents and with six feet (6'-0") of grade, the conductors shall be installed in an approved sleeve or conduit where it enters the receptacle box.
 - F. Hard usage service cable (S.O. cord) shall be utilized in certain areas as required.
 - G. Romex wiring in good condition may be used in overhead installations only. Meggar readings shall determine the acceptability of questionable wiring.
 - H. Motors and associated equipment shall be installed in accordance with NEC Article 430.
 - I. In NEC Article 525-21 for disconnecting means and in NEC Article 525-PART IV for bonding and grounding, the references to concessions shall be deleted for purposes of enforcement of this policy.

Policy Directive No. 88

Tree Structures

Sections 1101-17.1 CBC 1403.05 an 1421-01 Cincinnati Zoning Code, OBC 402.11

Structures accessory to single family dwellings that are completely supported by, or on, or in a tree(s) are subject to the provisions of the Cincinnati Building and Zoning Codes as follows:

- 1) Building permits shall be obtained for all structures with a floor or platform area exceeding 32 square feet.
- 2) The structure is subject to a conditional accessory use public hearing when the height exceeds 15 feet as defined in Section 1401-01-HI Cincinnati Zoning Code.
- 3) The plans are required to be prepared by a Registered Design Professional and certified as follows:

In my professional opinion, this structure, as designed, is safe for the following intended use(s) and the method of attachment will not cause serious harm to the trees: List intended use(s).
- 4) The plans need only be reviewed by the building Code plans examiners for the above certification and completeness of the plans. Other than the performance statement, the Code requirements of 402.11 are also applicable.

Policy Directive No. 89
Reduction of Fees for Escalators and Elevators
Section 1101-87 CBC

In an effort to create a more equitable situation for permit applicants, the grouping of elevator unit applications shall be permitted if both of the following criteria are met:

1. The units must be located within the same hoistway.
2. The units are served by the same machine room.

If these two criteria are met, then individual unit applications are not required. The applicant may consider the grouped units in the same hoistway and served by the same machine room as one application for purposes of valuation of the permit fees.

Policy Directive No. 90
Replacement Emergency Egress Windows
Sections 310.1 RCO and 1026.1 OBC

Strict interpretation of Section 310.1, Residential Code of Ohio for One, Two and Three Family Dwelling Code and Section 1025.1 OBC makes it virtually impossible to obtain a building permit to install replacement windows in non-conforming egress windows because new energy efficient windows have a slightly smaller clear opening size than the original window. Therefore, it shall be the interpretation of the Division of Buildings and Inspections that replacement windows of the same type as the original, i.e., double hung, sliders, casement, etc., need not meet the egress requirements of Sections 310.1 RCO and 1025.1 OBC provided the rough opening or existing frame is not reduced. Incidental reductions of the clear opening associated with installations of replacement windows of the same type shall not be considered a violation of these Sections. It is deemed that the intent of Section 310.5 RCO is to prevent substantial reductions of clear openings such as installation of sliders where there once was double hung, installation of fixed glazing, glass blocks or similar obstruction.

Types of replacement windows may be changed in non-conforming egress openings, if the clear opening dimensions and area are not reduced or if the Code required clear opening can be obtained by the removal of the sash, provided the sash is removable without the use of separate tools or special knowledge or requires the use of a force greater than that required for the normal operation of the window. These conditions are deemed to be met when an approved permanent label is affixed to the removable sash which describes in words and graphics the manner of removing the sash and the sash can be shown to be readily removable after installation. Permanent labels are to be submitted to the Supervising Building Plans Examiner for review and approval.

Policy Directive No. 91

Withdrawal of Applications, Plans or Removal of Plans from City Premises

Section 1101-19 CBC

Pending applications and plans may be withdrawn or taken off of City premises by agents of the owner provided the agent prepares a written statement attesting that they have been authorized by the owner to withdraw the application and plans or to remove the plans from city premises.

Policy Directive No. 92
Exception to Permit Requirement for Sandblasting or Building
Cleaning Operations
Section 1101-17.1 and 1111-13 CBC

It is the policy of the Division of Buildings and Inspections not to require a permit for building cleaning operations when the activity meets the following criteria:

1. The operation involves pressure washing/cleaning.
2. The building is three stories or less in height.

Please note that although a permit is not required, the operation shall comply with CBC 1111-13.2, control methods.

Policy Directive No. 93
Permit Exceptions for Electrical Device Replacement
Section 1101-17.4.2 CBC

The subject section could be interpreted to require electrical permits for replacement of defective switches, duplex outlets and light fixtures. This is not the intent of the Code and is overly restrictive, costly and cumbersome.

Therefore, it is the policy of this Division that replacement of defective switches, duplex outlets and lighting fixtures with equivalent devices/fixtures which do not increase the design load are minor repairs; therefore, electrical permits are not required.

Policy Directive No. 94

Play Equipment

Sections 1403-05 and 1421-01 Cincinnati Zoning Code

Section 1101-17.4.2 CBC and 1101-17.1 Exception 13 CBC

**THIS SECTION HAS BEEN DELETED
(EFFECTIVE JULY 1, 2007)**

Policy Directive No. 95
Automatic Sprinkler System Trade Offs and
Required Automatic Sprinkler System Coverage
Section 903.3 and 904.2 OBC and Various Other Sections

Whenever the Code permits a reduction in Code requirements for the installation of automatic sprinkler systems installed throughout the building or portion thereof, the use of other automatic fire extinguishing systems such as CO₂ halon or other chemical systems within the building cannot be substituted for the automatic sprinkler system to obtain these reductions.

In addition, whenever the Code requires the installation of an automatic sprinkler system versus an automatic fire extinguishing system by either the specific reference to an automatic sprinkler system or by reference to Sections 903.3.1.1, 903.3.1.2 or 903.3.1.3, then the use of other fire extinguishing systems cannot be substituted for the automatic sprinkler system.

In either case, the use of other extinguishing systems is permitted in addition to the automatic sprinkler system.

Policy Directive No. 96
Conditional and Partial Permits
Sections 106.3.1.1, 106.3.1.2, and 106.3.3 OBC

When plan examination delay letters are sent, instructions shall be attached or inserted describing the applicant's options for obtaining conditional and partial permits prior to the resolution of all Code issues. When the applicant desires to proceed with construction prior to the resolution of the Code issues, the plans examiner will advise the applicant of the options available based on the type of outstanding Code issues.

Option 1 based on Section 106.3.1.1 OBC

This option is the least formal method of issuing a conditional permit. This option is to be used for the type of changes that could be marked on the plans by the designer or additional information that is frequently missing on plans. Formal request or acceptance by the applicant or designer is not required. Among the types of items not involving "serious hazards" are energy Code information, truss specifications, ADA details, material data sheets, computations for borderline items, more complete door and window schedules and modifications to exit lighting and smoke detector locations. Since the Code items need to be resolved in 30 days, this method should not be used for items that will be appealed nor should this method be used for items impacting other reviewing agencies. The outstanding items are to be listed under the Description Area in "Permits" Plus and will be printed on the permit under Description of Work. The listing in the Description Area is to be prefixed with the phrase "This is a Conditional Permit. The Code items needing resolution in 30 days are as follows: Documents resolving the outstanding Code items should be submitted according to the requirements of engineering changes."

Option 2 based on Section 106.3.1.2 OBC

For Code issues of a more complex or serious nature, a more formal process is required. The applicant will request in writing or on forms provided by the Division a conditional permit listing the Code items in the delay letter that will be resolved at a later date or appealed per CBC 1101-29.2. The applicant will acknowledge that the changes required will not require extensive changes to the building design or construction and agree not to proceed with or beyond the work under question until an engineering change is submitted and approved by the Division and other relevant agencies. The request and acknowledgement will be made apart of the construction documents. The plans examiner will enter the statement described for option 1 into "Permits" Plus.

Option 3 based on Section 106.3.3 OBC

Where the applicant wishes to fast track the construction and proceed at his or her own risk prior to having a complete plan review performed, Policy Directives 20 and 44 should be followed.

Option 4 based on Section 1101-29.2.1 CBC for One, Two and Three Family Dwellings

The attached "Conditional Permit Correction List for One, Two and Three Family Dwellings" is to be used in conjunction with the plan review delay letters.

The "Conditional Correction List" shall be sent to the applicant for his signature with the applicable items checked off on the form by the plans examiner. All items not elected to be complied with in this manner shall be addressed on the review plan submittal.

The plans examiner will discuss the conditions with the district inspector prior to approving the issuance of the permit.

Policy Directive No. 97
Fire Separation Easements
Section 704 OBC, Section 302 RCO and 3781.02 ORC

When a property owner (grantor) grants an easement to an adjacent property owner in order for the grantee to build closer to the property line than permitted by fire separation requirements, or encroach onto the grantor's property, the boundary of the easement on the grantor's property substitutes for the property line for the purpose of measuring fire separation distances on the grantor's property. The easements must be recorded to run with the land not revocable except with permission from the City.

The easement shall include language such as:

The nearest boundary of the easement to the grantor's existing or future construction shall be the reference to which fire separation distances are to be measured.

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Policy Directive No. 99
Clothes Dryer Exhaust Duct Penetrations of Rated Construction
Sections 504.2 OMC and 712.4.1 OBC

In accordance with Section 504.2 OMC and the 2003 International Mechanical Code Commentary, Pages 5 through 22, fire dampers shall not be permitted in clothes dryer exhaust ducts.

Methods for protecting dryer exhaust duct penetrations other than those specified in Sections 712.4.2, Exception 1, shall go to the Board Of Building Appeals.

Section 712.4.2 exception 1 references Section 712.4.1 exception.

1. The requirements of this exception shall be met if dryer ducts not exceeding 6" in diameter penetrating the bottom membrane of a fire resistant rated ceiling assembly are wrapped with 1¼ " mineral wool batts or equivalent for the entire length of duct to the building exterior.

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Policy Directive No. 101
Non Required Systems
Sections 901.2 Exception OBC

Section 901.2 OBC Exception states, “ Any fire protection system or portion thereof not required by this Code shall be permitted to be installed for partial or complete protection provided that such system meets the requirements of this Code.”

Thus, the extent of protection provided is not regulated.

Example: (All Non-Required)

A building has three egress doors. A pull station is installed at the primary egress door only. Is it permissible to install the device 9’2” (a convenient spot) from the door? NO, it still must be installed no more than 5’0” per the standard. Any additional requirements, not specific to the functionality of the device, are NOT applicable.

Whenever a partial non-required system is installed, a statement from the owner or tenant of the premises shall be submitted with the permit application acknowledging that the installation is a partial system.

Policy Directive No. 102
Exterior Handrails
Sections 1117-59.3 CBC

The purpose of this section is to create a specific reference for outside stairs that did not previously exist in the Code.

The intent of this section is to give inspectors the ability to write orders that solve a serious ingress/egress problem. Excessively steep stairs, spalled tread nosings, guardrails, etc. are hazards for ingress/egress problems. However, the absence of hand railings on exterior steps does not, by itself, constitute a serious problem or hazardous situation

Policy Directive No. 103
Smoke Detectors for Air Distribution Systems
Sections 606.2.1 and 606.2.2 OMC

For purposes of determining if a smoke detector is required in conjunction with an air distribution system, any air-handling unit rated at FIVE TONS or more shall be considered as having a design capacity capable of producing greater than 2000 cfm.

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Policy Directive No. 108
Swimming Pool Safety Devices
Section 1117-73 CBC

Section 1117-73 CBC states in pertinent part “Swimming pools that contain 24 inches or more of water in depth at any point, shall have an adequate enclosure surrounding the pool area.” The phrase “pools that contain 24 inches of water” has lead to some confusion when applying this section. Specifically, this section’s applicability to pools design to contain more than 24 inches of water, but may contain less than 24” of water for any reason.

The intent of this section is to provide a barrier to small children to keep them from accidentally falling into a pool. Whether or not the pool contains water, a fall of over 24” can result in serious injury. This fact is the basis for the Code requiring barriers at porches, balconies, stairs and retaining walls. Simply draining a pool designed to hold more than 24 inches of water does not relieve an owner of the responsibility to prevent access to the pool.

Therefore, Section 1117-73 CBC shall be interpreted as applying to any swimming pool that contains or is designed to contain more than 24 inches of water in depth at any point.

Policy Directive No. 109
Two-way Communication Systems
Section 403.12.1

The policy of the Division of Buildings and Inspections is to require the use of a bi-directional amplifier and antenna system to meet the requirements of the two-way communication system in new construction and when replacing existing systems.

Policy Directive No. 110

AFTER HOURS and WEEKEND BUILDING CODE PLANS EXAMINATION SERVICE (AHWE) SECTION 1101-85.3 CBC

The Division of Buildings and Inspections will provide a special (AHWE) service for review of applications for permits for small to medium sizes non-residential tenant improvements, signs, awnings, tents, fences, roofing work, new residential alterations and additions including decks, retaining walls and plans deemed too large for walk-through plan review.

Plans that qualify for commercial (AHWE) must meet the following requirements:

- I. Applications for all use groups except for applications for major work in assembly, educational, institutional and high hazard uses and Change of Occupancy.
- II. Applications must be limited to alterations or repairs in a single tenant space.
- III. Applications for new construction, additions or substantial improvements not in the flood plain or landslide areas.
- IV. Plans must be legible and to scale, clearly showing room names, pertinent dimensions, door schedule, finish schedule, etc. (see checklist). A key plan should be included showing location of work and exits. All existing and proposed work must be clearly differentiated. Mechanical plans and applications, if applicable, shall be submitted with all building permits.
- V. Mechanical applications must include manufacturer's specifications and plans showing all new ductwork, system controls, fire dampers and ventilation rates including outside air requirements.
- VI. Fire suppression plans must be limited to alterations to existing systems and/or relocation of sprinkler heads only.
- VII. Plans designed per Section 3410 alternative methods do not qualify as an (AHWE).

STEPS:

1. Obtain Zoning and all other applicable approvals.
2. Contact the Supervising Building Plans Examiner at (513) 352-3313.
3. Submit plans 48 hours before service begins.
4. The Supervising Building Plans Examiner will make arrangements with a Building Plans Examiner to work on the project.
5. If plans are approved, then the building permit will be issued after 12:00 noon of the next working day.
6. If plans are not approved, a rejection letter will be sent the next working day.
7. Revisions will be reviewed after hours only, starting within 24 hours of submittal.
8. The fee for this service is the cost of labor plus \$100/hour in addition to the walk-thru fee of \$400. All regular permit fees and all other fees still apply.

Commercial (AHWE) in high-rise and other complex buildings should be reviewed by the Plans Examiner who is familiar with the building. If you have any additional questions, please contact the Supervising Building Plans Examiner at (513) 352-3313.

Policy Directive No. 111

EXPRESS PLANS EXAMINATION SERVICE (EPES) SECTION 1101-85.3 CBC

The Division of Buildings and Inspections will provide an (EPES) for review of applications for permits for all buildings EXCEPT One - Two - and Three- Family Dwelling Units.

Plans that qualify for commercial (EPES) must meet the following requirements:

- I. Applications for all use groups except new high-rise buildings, hospitals and any complex building.
- II. Applications for new construction, additions or substantial improvements not in the flood plain or landslide areas.
- III. Plans must be legible and to scale, clearly showing room names, pertinent dimensions, door schedule, finish schedule, etc. (see checklist). A key plan should be included showing location of work and exits. All existing and proposed work must be clearly differentiated. Mechanical plans and applications, if applicable, shall be submitted with all building permits.
- IV. Mechanical applications must include manufacturer's specifications and plans showing all new ductwork, system controls, fire dampers and ventilation rates including outside air requirements.

STEPS:

1. Contact the Supervising Building Plans Examiner at (513) 352-3313.
2. Submit properly sealed plans 15 days before service begins.
3. The Supervising Building Plans Examiner will make arrangements with appropriate agencies to review the project.
4. A meeting date and time will be set. At this time the review begins.
5. If plans are approved, then the building permit will be issued within 24 hours.
6. If plans are not approved, the applicant will be notified.
7. Revisions will be reviewed after a submittal.
8. The fee is \$500 dollars at the time of application plus \$800/hour. The fee for EPES is in addition to the regular permit fee and any other fees that may accrue there after.

If you have any additional questions, please contact the Supervising Building Plans Examiner at (513) 352-3313.